LOYOLA UNIVERSITY
BULLETIN

NO. 3

COLLEGE OF BUSINESS ADMINISTRATION

ANNOUNCEMENTS 1958-1959

New Orleans, La. April, 1958

VOL. XL

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LOYOLA UNIVERSITY BULLETIN

Vol. XL APRIL, 1958 No. 3

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September, and biennially in December
starting in 1952

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Loyola University, Incorporated April 15, 1912. Authorized to grant degrees by The General Assembly of Louisiana for the year 1912.

The Legal and Corporate Title of the University is
"LOYOLA UNIVERSITY, NEW ORLEANS"

All donations, endowments, legacies, bequests, etc., should be made under this title.

Ad Majorem Dei Gloriam

LOYOLA UNIVERSITY

NEW ORLEANS

COLLEGE OF BUSINESS ADMINISTRATION

SESSION BULLETIN

AND ANNOUNCEMENTS

1958-1959

6363 St. Charles Avenue

New Orleans 18, La.

1958 - CALENDAR - 1958

JANUARY

S	M	T	W	T	F	S
			★	★	★	★
★	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	★	★	★
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FEBRUARY

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1959 - CALENDAR - 1959

JANUARY

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SESSION CALENDAR 1958-1959

FALL SEMESTER

September	8-12	Freshman Orientation.
September	9	Completion of Freshman Registration.
September	10	Registration of late arrivals. 10:00 A.M.—Conditional examinations for business administration subjects, Spring and Summer Sessions, 1958.
September	11-12	Registration of Second Semester Freshmen, Sophomores, Juniors and Seniors.
September	15	Mass of the Holy Spirit, 8:00 A.M. Official opening of Fall Semester. Lectures and classes begin at 10:00 A.M. Fee for late registration.
September	16	Terminal date for admissions.
September	23	Latest date for changes in undergraduate class schedules.
October	3	Latest date for official withdrawal from courses.
October	4	President's Reception for Faculty.
November	1	Feast of All Saints. University holiday.
November	3	Mid-semester examinations begin.
November	26-30	Thanksgiving holidays. Wednesday through Saturday.
December	8	Feast of Immaculate Conception. University Holiday.
December	20	Christmas holidays begin after last class.

1959

January	5	Classes resumed.
January	14	Final examinations begin.
January	22	End of Fall Semester.

SPRING SEMESTER

January	23-25	Mid-session holidays. Registration of new students.
January	26	Official opening of Spring Semester. Lectures and classes begin. Fee for late registration.
January	31	Latest date for registration or changes in class schedules.
February	6	3:00 P.M. Conditional examinations for business administration subjects, Fall Semester, 1958.
February	9-10	Mardi Gras. University holidays.
February	13	Latest date for applications for degrees to be conferred in May, 1959. Last day for official withdrawal from courses. Graduation fees due.
March	19	Mid-semester examinations begin.
March	25	Easter holidays begin after last class.
March	31	Classes resumed.
May	7	Ascension Thursday. University holiday.
May	12-15	Examinations for Seniors.
May	19	Award Day Ceremonies at 11:00 A.M. in Fieldhouse.
May	20	Examinations for underclassmen begin.
May	27	Commencement Exercises.

LOYOLA UNIVERSITY

COLLEGE OF BUSINESS ADMINISTRATION

Founded in 1947

BOARD OF DIRECTORS OF THE UNIVERSITY

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Rev. Aloysius B. Goodspeed, S.J., A.M., D.D., *Treasurer*
Rev. James F. Whelan, S. J., Ph.D.

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Henry J. Engler, Jr., M.B.A., *Dean*
Rev. Henry R. Montecino, S.J., A.M., *University Chaplain*
Rev. Robert L. Boggs, S.J., A.B., S.T.L., *Dean of Students*
Miss Rosalie J. Parrino, B.B.A., *Assistant Dean of Students*
Charles R. Brennan, A.B., *Director of Public Relations*
Lt. Colonel Marion B. Nolan, M.P.C., B.S., *Commandant of University R.O.T.C.*
James W. Dyson, A.M., B.S. in L.S., *Librarian of the University*
Miss Virginia A. Ryan, B.S., *Registrar*

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Library: Allen I. Boudreaux, Chairman; Rev. Jacques E. Yenni, S.J.

Placement: Rev. Joseph A. Butt, S.J., Chairman.

Studies and Degrees: Henry J. Engler, Jr., Chairman; Rev. Joseph A. Butt, S.J. William P. Carr, John V. Connor, Miss Virginia A. Ryan.

Faculty Research: Rudolf Coper, Chairman; Rev. Jacques E. Yenni, S.J., John E. Altazan, William P. Carr, G. Ralph Smith.

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WILLIAM P. CARR, M.B.A., C.P.A., F.P.C.A., Professor of Accounting

JOHN V. CONNOR, Ph.D., Professor of Economics

RUDOLF COPER, Ph.D., Professor of Finance and Economics Marketing and Management

HENRY J. ENGLER, JR., M.B.A., Associate Professor of Management

GENE J. HYMEL, B.B.A., Instructor in Economics

G. WALLACE LEFTWICH, M.B.A., C.P.A., Associate Professor of Accounting and Marketing

NORMAN H. RINGSTROM, JR., Ph.D., Associate Professor of Marketing and Management[1°]

G. RALPH SMITH, Ph.D., Associate Professor of Management

FRANK J. STASS, M.B.A., Assistant Professor of Accounting and Management

CLAUDE WALKER, Ph.D., Professor of Marketing[2°]

REV. JACQUES E. YENNI, S.J., Ph.D., Associate Professor of Economics

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ALFRED J. BONOMO, JR., A.B., LL.B., Lecturer in Business Law[3°]

WILFRED H. BOUDREAUX, LL.B., Lecturer in Business Law

ROBERT W. BREEDEN, B.B.A., Lecturer in Economics

JAMES T. CONNOR, A.M., J.D., Lecturer in Business Law

WILLIAM A. FEUILLAN, JR., Lecturer in Business Communications and Marketing

GARY F. LEGROS, M.B.A., Lecturer in Business Communications and Economics

IVOR A. TRAPOLIN, B.S., LL.B., Lecturer in Business Communications and Economics[3°]

[1°] Resigned effective August 31, 1957.

[2°] Resigned by mutual agreement effective November 1, 1957.

[3°] On leave of absence.

ASSOCIATED FACULTY OF THE COLLEGE OF ARTS AND SCIENCES

Rev. Emmett M. Bienvenu, S.J., A.B., Associate Professor of Languages

Rev. Joseph S. Bogue, S.J., Ph.D., Professor of Philosophy

Lawrence L. Bourgeois, Ph.D., Associate Professor of Sociology

Rev. Charles C. Chapman, S.J., Ph.D., Professor of History and Political Science

Rev. Harold L. Cooper, S.J., A.B., Assistant Professor of Philosophy

Russell G. Cresson, B.B.A., Instructor of Journalism

Rev. John Driscoll, S.J., Ph.D., Assistant Professor of English

Crozet Duplantier, A.B., Lecturer in Journalism

Gerald J. Eberle, Ph.D., Professor of English

Rev. Mauricio Escardo, S.J., Ph.D., Visiting Lecturer in Philosophy and Theology

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Harry T. Fleddermann, Ph.D., Professor of Mathematics

Edwin P. Fricke, Ph.B., Instructor in Journalism

Alfred F. Goessl, Diploma of College of Commercial Science (Karl's University, Prague), Instructor of German

William A. Gordon, Diplome de Doctorat (University of Paris), Instructor of English

Don Fessler Hamlin, LL.B., Instructor of History

Rev. Harry Heiter, S.J., A.B., Instructor of Theology

Andree Heller, B.M., Diplome de Professeur de Francais a l'Etranger, Associate Professor of French and Spanish

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Mark Daniel Horne, Ph.D., Professor of English

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Rev. Guy J. Lemieux S.J., A.M., Professor of Philosophy

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Rev. Joseph Molloy, S.J., A.B., Athletic Director, Moderator of Sodalities

Rev. Henry R. Montecino, S.J., A.M., Associate Professor of Philosophy

Rev. William A. Mulherin, S.J., A.M., Professor of Philosophy

Lt. Colonel Marion B. Noland, MPC, Commandant and Professor of Military Science and Tactics

Charles R. Ochsner, Ph.D., Assistant Professor of Political Science

Rev. Eugene J. O'Connor, S.J., Ph.D., Professor of English

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George F. Reinecke, A.M., Assistant Professor of English

David Smythe, B.S., Instructor in History

Isabel Snyder, A.M., Associate Professor of Spanish

Edward M. Socola, Ph.D., Assistant Professor of English

Rev. Louis G. Soniat, S.J., A.M., Professor of Theology

Lewis J. Todd, A.M., Associate Professor of Mathematics

Rev. Bernard A. Tonnar, S.J., A.M., Associate Professor of Mathematics

Rev. John A. Toomey, S.J., A.M., Associate Professor of Theology

Joseph G. Tregle Jr., Ph.D., Professor of History

Rev. Joseph M. P. Walsh, S.J., Ph.D., Associate Professor of Philosophy

Ray W. Witham, B.A., Instructor of Mathematics

Raymond P. Witte, Ph.D., Associate Professor of History

Rev. H. James Yamauchi, S.J., S.T.D., Assistant Professor of Theology

Leo C. Zinser, LL.B., Instructor in Speech

GENERAL STATEMENT

HISTORY OF THE UNIVERSITY

The Jesuits came to New Orleans in 1847 with the purpose of establishing a college of Liberal Arts and Sciences. On February 1, 1849, the College of the Immaculate Conception, founded by them, began its remarkable career at the corner of Baronne and Common Streets. To it was attached a college preparatory academy. In 1904 the Jesuits opened an academy and a college on St. Charlese Avenue opposite Audubon Park. These two associated institutions were known as Loyola College. In 1911 the College of the Immaculate Conception was united with Loyola College on the present Loyola campus. The Academy of the Immaculate Conception became the Jesuit High School. With it was united the preparatory school of Loyola College.

In response to a general demand from the public and an urgent request from His Excellency, Most Reverend James J. Blenk, then Archbishop of New Orleans, Loyola College was expanded into Loyola University in the fall of 1911. The University was authorized by the General Assembly of Louisiana in 1912 to grant all university degrees.

Loyola University is but one of the many educational institutions conducted by the Jesuit Fathers in the United States and in many other countries. In the United States alone, the Jesuits conduct 68 educational institutions with a total enrollment of more than 108,000 students.

JESUIT SYSTEM OF EDUCATION

Jesuit universities and colleges are unique in their characteristic educational methods. Theirs is a system of education based on the best traditions, the experience, and the research of the better educators in many countries through many centuries. The fundamentals of this system are embodied in a collection of pedagogical principles and practices known as the *Ratio Studiorum*.

This system is distinctive in its aim and objective as well as in its method of approach. Thoroughly convinced that religion is not an appendage to education, but a very vital part of the training of the student and of the subject-matter of his courses, the Jesuits always have held as the goal of education the blending of the supernatural with the natural. Their purpose has been to educate the whole man, seeking to develop his moral character as well as his mind, his soul as well as his body; believing that a true, cultured citizen of any state must be loyal to his God, his church, and his country.

As college life is the field in which youth with energy and initiative seeks to prepare itself for life's struggles, literature and science are studied in the light of an all-embracing philosophy which unifies knowledge and motivates action. The system is opposed to the pedagogical errors of undigested cramming, uncorrelated electives, over-specialization. The formation of habits of study, reading, and research, of quick thinking and exact expression is characteristic of their aim. Personal contact with the professors, whose example, taste, and experience are often a more potent factor of education than the professional lecture, is a vital part of the system.

Jesuit education prepares its students for eternity as well as for time; for life as well as for vocation.

THE NEED OF COLLEGE EDUCATION

Today, the professions, the arts, the sciences, as well as business, look for a college education in their members. The mere specialist, the master of one skill or subject, does not make for progressive civilization and culture. Man as a social being must have a broad vision and wide experience. He must be familiar with many fields of thought and interest.

This rounded culture should be the fruit of college experience. Through selected courses, the investigating mind is led into the various fields of systematized knowledge. Correlation of these courses makes for unity and thoroughness, for mastery in one's chosen field without ignorance of the others, for a well-stored mind that has been trained to think for itself and has grown capable of working out problems that present themselves in school and in later life.

Besides, one learns poise and refined bearing, acquires prudence and good judgment, from daily contact with fellow students of talent and ambition. By this association with one's fellow men of the best type, defects are overcome, habitual attitudes are adopted and perfected, and character is molded.

BEQUESTS AND GIFTS

Because of its rapid growth the University must look to its friends and benefactors, and to all those whose bounty is being devoted to the cause of higher education, for the generous contributions which will enable the University to continue its building program.

The University cherishes the memory of all its benefactors, great and small. These share in the good works and prayers of the Jesuits of Loyola. Their generous assistance to the University, according to their means, will be remembered long after they are gone.

ORGANIZATIONS, ACTIVITIES AND AWARDS

Among the many student organizations, activities and awards on the campus, the following will be of interest to business students:

PI KAPPA EPSILON

This local business administration fraternity is organized for the purpose of fostering association and cooperative assistance among students in the College of Business Administration. It is a professional fraternity with a limited amount of social activity. Contacts with business men, lectures by business men, and industrial tours are sponsored by this organization. Membership is secured by invitation based on character and scholastic proficiency.

SIGMA LAMBDA EPSILON

Of special interest to students of business is this local honor society for students in accounting. The purpose is to foster further study in the field of accounting and to sponsor forums and lectures for students. Membership is based on character and proficiency in accounting, a ''B'' average being required.

PROPELLER CLUB

International Trade majors are eligible for membership in the Student Port of Loyola. Marketing and law students with allied interests may be considered for membership which is secured by invitation and election. This Port is affiliated with the Propeller Club of the United States. Its purpose is to investigate into the nature of all forms of transportation of men, merchandise and ideas.

SOCIETY FOR ADVANCEMENT OF MANAGEMENT

Functioning under the auspices of the National Society for Advancement of Management through the New Orleans Senior Chapter this organization fosters interest in management principles and policies among the students. Its primary purpose is to establish relations with management through talks by its representatives and tours for members intended to give further insight into the problems and practices of management. The organization also actively participates in the business meetings and the panel discussions of the New Orleans Senior Chapter. Members are selected from the outstanding junior and senior students who are scholastically proficient in business administration subjects, and particularly in management courses.

BETA GAMMA SIGMA

The purposes of this national honor society are: to encourage and reward scholarship and accomplishment among the students of business administration; to promote the advancement of education in the art and science of business and to foster integrity in the conduct of business operation. Only seniors who rank in the upper tenth of their graduating class and juniors among the highest four percent of their class are considered for election to membership.

DELTA SIGMA PI

Delta Sigma Pi is an international professional commerce fraternity. Its purposes are: to foster the study of business in universities, to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce; and to further a high standard of commercial ethics and culture and the civic and commercial welfare of the community.

THE CENTRAL COMMITTEE

The Central Committee of the College of Business Administration is an organization which has a twofold purpose. First, to coordinate Business Administration organizational activity. Second, to plan and promote major functions of the College of Business Administration. The organization consists of the Presidents of Pi Kappa Epsilon, Sigma Lambda Epsilon, Propeller Club, Society for Advancement of Management, Freshman Class, Prefects of Our Lady of Guadalupe Sodality, St. Aloysius Sodality, and the Representatives to the Student Council. The Student Body President is the Chairman of the organization.

Two of the major activities presented by the group are the Business Administration dance and the B. A. "Back-The-Pack" program.

ALPHA SIGMA NU

This is a national scholastic honor society for male students of Jesuit colleges and universities. The highest ranking students in each school or college are nominated for membership each year.

BLUE KEY

This national honor fraternity selects its membership each year on a basis of character, scholastic ability, and service to the University.

SODALITIES

For the purpose of fostering religious faith and fervor, and to encourage ambitious students of spiritual and scholastic leadership, University Sodalities are maintained. Opportunities are offered for social work and religious activity. Weekly discussion meetings are held.

PAN-AMERICAN CLUB

The purpose of this organization is to stimulate friendly cooperation among Spanish and English speaking students, to promote a better understanding of Latin America, to spread the knowledge of the Spanish language, and to aid newly-registered Latin American students.

THE INTERNATIONAL RELATIONS CLUB

All students of every division of the University are eligible for membership in this society. Its aims are to promote the knowledge of economic, social, and political conditions in other countries, to study the reflection of these conditions in the foreign policy of the various countries, and to study the relations between and among all countries.

BUSINESS LECTURES AND TOURS

Regularly, business administrations students have the opportunity of close contact with successful business men who come to the college to lecture on their specialties. Frequently visitations of student groups are made to business houses and industrial facilities in the New Orleans area.

LOYOLA FORUM

The Loyola Forum constitutes a series of lectures by outstanding Catholic leaders on educational, cultural and other subjects. Students are encouraged to attend all lectures of the Forum.

STUDENT RETREAT

Each year all Catholic students in the University must make an annual retreat which is a character-building and soul-strengthening series of intellectual and spiritual exercises.

STUDENT COUNCIL

The Student Council consists of twenty-seven members, representing the College of Arts and Sciences, the Schools of Law and Dentistry, and the Colleges of Pharmacy, Music, and Business Administration. These students are selected by the student body with the approval of the faculty. The duty of the Council is to unify student thought and action. It conducts general meetings and elections, sponsors and manages interclass contests, contributes to the student publications, and leads and directs student acivities.

DEBATING CLUBS

The students are encouraged to participate in exercises of public speaking. To further this activity a debating club conducts programs and engages in intercollegiate debates with other universities in various sections of the country. This club is known as The Edward Douglass White Society.

DRAMATIC CLUBS

The purpose of the dramatic clubs is to develop and give an outlet to the dramatic talent of the students. With this object in view, several plays are given during the year.

THE PEP CLUB

The Pep Club provides organized and effective cheering for all athletic events. It helps toward a vibrant school spirit. All co-eds are eligible for membership.

STUDENT PUBLICATIONS

The students of the University, under faculty supervision, issue three publications: The *Maroon,* a weekly, the *Wolf,* an annual and the Students' Handbook. The editors are appointed by the Committee on Student Publications, and the editorial staffs are appointed by the editors. The business management is in the hands of the students.

ALPHI PI OMICRON AND LAMBDA SIGMA LAMBDA

The two service organizations are open to male and female students respectively who have proved their ability and willingness to lend varied assistance to the faculty and students of the University. These organizations were founded to foster the development of leadership, activity, loyalty and generous service to the University. Any student of the University is eligible to join one of these organizations.

PI KAPPA EPSILON AWARD

Each year Pi Kappa Epsilon presents a gold medal to the member of Pi Kappa Epsilon who has rendered the greatest service to that organization.

W. P. CARR AWARD

An annual presentation of a key in recognition of outstanding leadership in Sigma Lambda Epsilon, honorary accounting society of Loyola. Simplicity, sincerity and activity in accounting leadership will determine eligibility.

ACCOUNTING MEDAL

Each year the Society of Louisiana Certified Public Accountants awards a proficiency medal to the Loyola College of Business Administration senior student who has achieved the highest grades in his class for accounting studies for four years.

PI SIGMA PHI AWARD

On National Maritime Day each year a key is awarded by the Propeller Club of the United States to the Student Port members for research, scholarship, and character, in order to encourage scholastic achievement in the field of shipping and transportation. A scholastic average of 2.5 is required.

THE WALL STREET JOURNAL ACHIEVEMENT AWARD

This is an award of a silver medal and a one year's subscription to the Wall Street Journal. It is granted to the graduating senior in Business Administration who in the judgment of the faculty has been most outstanding on a combined basis of scholarship, character and service in promoting the objectives and ideals of the College.

SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT MEDAL

Each year the Loyola Chapter of the Society for the Advancement of Management awards a silver medal to the graduating senior in Business Administration who, in the opinion of the chapter, has exhibited the greatest degree of aptitude for achievement in the field of management.

JOHN V. CONNOR AWARD

REV. JOSEPH A. BUTT, S.J. AWARD

Each year the Alumni Association of the College of Business Administration awards two keys to the graduating seniors who have achieved the highest scholastic standing in that class. The John V. Connor Award is granted to the qualifying male senior, and the Rev. Joseph A. Butt, S.J. Award is granted to the qualifying female senior.

CALIFORNIA COMPANY AWARD

For the academic year 1958-1959 the California Company will make an award of $750.00 to cover tuition fees and provide a cash payment to a senior student in the College of Business Administration. The award will be made on the basis of academic achievement, evidence of leadership, and attitude, personality and character of the student. A special faculty committee will determine candidates eligible for this award.

CURTIS-O'SHEA AWARD

The Curtis-O'Shea Award was established by Mr. James E. Curtis of Indianapolis, Indiana, to bear the names of his family and of the family of the mother of the Reverend Joseph A. Butt, S.J.

It is awarded each year to the graduating senior who, in the judgment of the faculty, has done the most for Loyola University and for the College of Business Administration. It is primarily a reward for unselfish service and loyalty.

JOHN X. WEGMANN, SR. ACHIEVEMENT AWARD

The John X. Wegmann, Sr. Achievement Award was established in memory of Mr. Wegmann, who was a distinguished civic and business leader, a faithful servant of his Church, and a true friend of Loyola University.

It is awarded each year to the graduating senior who, in the judgement of the faculty, has been most outstanding in scholarship, leadership, character, sincerity of purpose and loyalty in promoting the objectives and ideals of Loyola University and of the College of Business Administration.

PI KAPPA EPSILON FRESHMAN AWARD

An annual award given to three freshmen (two male students and one female student) by Pi Kappa Epsilon commerce fraternity. Students are selected by the members of the freshman class. Factors considered in the selection are cooperation with school programs, contributions to the College of Business Administration and leadership and participation in school functions. Although this is not a scholastic award to be eligible a student must be in good standing.

ORGANIZATION AND FACILITIES

ORGANIZATION

From 1926 to 1947 the four-year program, leading to the degree of Bachelor of Science (in Economics), was offered in the Department of Commerce of the College of Arts and Sciences. The College of Business Administration is a natural outgrowth of this department. In 1947 the Board of Directors of the University authorized the establishment of this separate jurisdiction to afford training in business subjects, leading to the degree of Bachelor of Business Administration. The College is co-educational. In 1950 the College was admitted to Associate Membership in the American Association of Collegiate Schools of Business, and in 1957 the College was admitted to full membership.

OBJECTIVES

To meet and solve the perplexing and varied problems in his business the executive must be capable of thinking logically, of making sound judgments, of formulating correct policies of handling people, of collecting, analyzing and correlating factual data and of keeping a proper sense of values in his human relations.

It is the conviction of this College that a well-ordered and properly integrated core of collegiate studies can give the business student a good preparation for the tasks ahead. The college training will not enable the student to by-pass experience and step by step progression in the business firm, but it should shorten the journey from apprenticeship to management responsibility. A student who has acquired the habit of thinking straight and analyzing logically, who has a broad understanding of the arts and an appreciation of the constituent parts of the economic machinery, and who has acquired the facility of getting along with people, should be good management timber.

Hence this College feels a direct responsibility for giving its students a college education, not just a collection of courses for job training. While the vocational aspects of college training for business are by no means neglected the major emphasis is placed on developing an educated man: one who has a keen appreciation of his responsibilities to his fellowmen and to his community and one who has been imbued with high ethical principles.

As a first principle in collegiate training for a business career it is designed by the College that the first two years of the program of studies should embrace a large measure of cultural and liberal arts subjects. Thus the work in the freshman and sophomore years is devoted largely to such liberal arts courses as English, history, language, mathematics, geography, basic economics, philosophy and religion. These lower division educational disciplines are deemed necessary and desirable to give the student a broad viewpoint and a perspective for the intelligent understanding of the principles, procedures, and functions of business management and of human relations.

After this basic foundation comes the core of carefully selected business subjects to enlarge the knowledge of business and to sharpen the appreciation of management problems.

There is a certain similarity of principles in all business. The warp and woof of every business unit reveals fundamental activities such as production, marketing, labor relations, financing, credits and collections, accounting and controlling, collecting and interpreting statistical information, and business legal relations. It is these fundamental business activities that are analyzed and studied by the student of business under such course headings as accounting, banking, corporation finance, marketing, business communications, business law, business statistics, labor relations, and personnel management. These and other core subjects are required of all students.

Over and above the basic lower division group and the required core of business subjects the student may avail himself of a certain amount of specialization in any one of several upper division programs of study. By the end of his sophomore year the student shall have determined what program he elects to follow. This determination must be approved by his adviser and the Dean. The programs are:

1. The Program in General Business
2. The Program in Accounting
3. The Program in Economics
4. The Program in International Trade
5. The Program in Management
6. The Program in Marketing
7. The Combined Program in Business and Journalism
8. The Combined Program in Business and Mathematics
9. The Combined Program in Business and Law
10. The Program in Administrative Practices[10]

In all of the above programs and during all four years the study of Theology (Religion) is compulsory for all Catholic students.

FACILITIES

THE STUDENT HEALTH SERVICE

Loyola University maintains a medical service on the campus. This service insures a safe health program for both students and faculty.

It is operated under the following rules:

1. Students entering Loyola for the first time or re-entering the University must undergo a physical examination before their registration is officially completed.

2. This examination must be conducted by the student's family physician or by a physician selected by the student

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[10] Program will be available for Freshmen registering in September 1958.

or his family. A certificate describing the student's general health as determined by this examination must be submitted to the Registrar of the College of Business Administration with the application. The University may also require physical examinations at other designated times during the student's stay.

3. A student may be refused admission to the University on the recommendation of the medical examiners. This board also may request a student already enrolled to withdraw.

4. A student may see the University Physician on appointment.

5. Patients confined on the campus will be visited by the University Physician.

6. Medicines or hospitalization are not provided by the University's health service.

THE STUDENT LOAN SERVICE

The University in conjunction with a local bank provides a loan service for students to defray the costs of tuition and fees.

All applications for Student Loans, except those from incoming freshmen, must be submitted to the Dean of Students at least one month before registration day of the semester for which the loan is requested. A loan covering full amount of tuition and fees may be granted for the first semester. For all subsequent semesters, loans may be granted up to one-half the amount of tuition and fees.

RESERVE OFFICERS TRAINING CORPS

The Department of the Army maintains a General Military Science ROTC unit at Loyola. Students admitted to the Advanced Course may, prior to graduation, request a Reserve commission in a branch in which their professional major will qualify them. Instruction is given in subjects common to all branches of the Army.

All physically fit male students of the College of Business Administration, except veterans, are required by the institution to participate in two years of Military Training, normally during their first two years. Physical fitness is determined by examination without additional expense to the student. Those who fail to take the physical examination at the proper time or who have late registration will be charged a nominal fee (approximately $2.00). (See page 56 for detailed information).

SPIRITUAL LIFE

The University appoints a Priest, together with needed assistants, to the post of University Chaplain for all the students. He is at their disposition at all times to guide, counsel and advise. The students will find him ready to assist them in their spiritual, personal and individual problems. He is, also, in general responsible for all the organized spiritual activities on the campus.

Convinced of the great value of the Spiritual Exercises of St. Ignatius, the faculty of Loyola makes provisions for its students to follow these Exercises in what is called a Retreat. These retreats are of three kinds, namely, campus week-end retreats, closed retreats at Manresa (Convent, La.) for the men, or closed retreat at Lafayette for the ladies; or, finally, a general retreat for all in the college church.

For the purpose of fostering religious faith and fervor, and to encourage the students of spiritual and scholastic leadership, the University Sodality offers many opportunities for personal development as well as training and practice in social work and religious activity. Weekly meetings are held for the discussion of phases of Catholic life.

PHYSICAL FACILITIES

Loyola University is located in the beautiful residential district of New Orleans, directly across from Audubon Park. It is within a few minutes ride of the heart of the commercial district and the busy harbor facilities. The College of Business Administration is in Stallings Hall located on the west side of the campus. This building provides ample space for lecture and laboratory purposes and faculty offices, and contains a business machine room abundantly equipped with all the necessary machinery for accounting and statistical work.

The College of Business Administration Library is an integral part of the general University Library, which is housed in a new building just recently completed. Periodical literature, currently received, includes several economic advisory services and a large number of scholarly journals and publications of trade associations and private companies. Over one hundred twenty-five current business and related periodicals alone are regularly available to the business student.

As the general Library is a depository library for publications of the Federal government, the facilities of the College of Business Administration Library are being enriched by constant additions of selected and valuable publications in pertinent fields issued by various agencies and bureaus of the Federal Government. In addition to the general and departmental libraries on the campus there are many other excellent public and private libraries in the city. In the city of New Orleans the activities in manufacturing, in banking and industry, in foreign and domestic trading, in transportation and in governmental agencies, present a wealth of opportunity for students of business to explore and investigate at first hand the business world.

The faculty of the College has been carefully selected with a view to providing professors who are well qualified by educational achievement, by specialized business experience, and by temperament to guide the embryo executive along a well-ordered path. These professors keep up their professional and business contacts by membership in learned societies, in civic organizations and in business associations. Their activities in business research and in community business developments are continuous. The College maintains institutional memberships in national and local organizations and associations for the use of its staff members.

Great emphasis is laid on faculty advisory activities for students. The faculty offices are conveniently located close at hand for the students and regular office hours are maintained. Every student is assigned to a faculty adviser.

While the College of Business Administration does not promise a position for every graduate, it does seek to make the proper contacts for its graduates. A Placement Bureau is maintained to contact local and national employers, serving as a clearing house for all student employment affairs.

ADMISSION AND REGISTRATION

APPLICATION FOR ADMISSION

The following procedure is to be followed in applying for admission:

1. Request an application for admission from the Registrar either by letter or by telephone.

2. Supply all the information required on the application for admission.

3. Attach to the application blank an application fee of $5.00 payable to Loyola University. This fee is deductible from the tuition but not refundable.

4. Attach to the application blank a recent photo approximately 2" x 2".

5. Request your high school principal to return pages 3 and 4 of the application blank to the Registrar after he has supplied your complete high school record thereon.

6 Applicants interested in housing facilities or in scholarships should communicate with the Dean of Students.

7. All applicants are required to take the College Entrance Examination Board Tests (Scholastic Aptitude Tests only) and to have a copy of the results sent to the Registrar. Your Student Counselor or Principal will be able to tell you how to apply to take these tests. If, however, you wish to contact the C.E.E. Board directly, their address is: Box 592, Princeton, New Jersey.

Applicants for admission to the Freshman class must meet the requirements stated below under Methods of Admission. The specific units of credit that are required and other units that may be presented for admission to the Freshman class are listed under Admission Requirements.

Application for admission accompanied by proper credentials must be filed with the Registrar at least one month prior to the Registration dates for the Fall and Spring. Applications received after these dates will be considered only if student quotas have not been filled.

Applicants for admission as freshmen, or with advanced standing, must submit official records from all schools and colleges attended. These credentials are to be sent directly by the proper officer of the school or college in which they were earned and not through the student. Credentials which are submitted for admission become the property of the University. even in the case of applicants to whom admission is denied. and are kept permanently on file. Blank forms for transcripts of records may be had on application to the Registrar.

It is recommended that applicants who desire admission immediately upon graduation from high school have their credentials sent to the Registrar at the beginning of the last term of their senior year. These credentials should include the past scholastic record, together with a list of courses in progress during the final term of the senior year and the applicant's rank in class. This will enable the Committee on Admissions to grant tentative admission pending receipt of complete and final records which should be sent to the Registrar by the high school principal immediately after graduation from high school.

The University reserves the right to refuse admission to applicants whose previous work is of such a grade as to create a doubt regarding their ability to pursue successfully their scholastic work in the University.

All students are expected to be matriculated before the beginning of the session's classes, thus allowing them ample time to be assigned to classes and to be provided with laboratory equipment.

Students should be present on the opening day of classes. They will not be admitted after the first five class days. Freshmen must be present on the opening day of Freshman Orientation Week.

METHODS OF ADMISSION

I. As a Regular Student—Admission as a matriculated student[1°] to the College of Business Administration may be obtained by certificate or diploma from an approved high school, by examination or by transfer from another institution of higher education.

Admission by High School Certificate—Admission is granted to students who have been graduated with a minimum of fifteen acceptable units (see page 25) from any fully accredited high school. The application for admission must be accompanied by a certificate from the high school showing the quantity and quality of work accomplished by the applicant and giving the necessary information about his personality and character and the principal's recommendation.

Applicants graduating in the lower third of their class in high school but who have the required number of units may be admitted on probation for one semester at the discretion of the Committee on Admissions. Their continuance in the College of Business Administration will depend upon the quality of work accomplished during the first semester of their freshman year.

Admission by Examination—An applicant who is not entitled to enter by certificate, as stated above, may be admitted on the basis of entrance examinations in English and Mathematics and of a general intelligence test.

Admission to Advanced Standing—Advanced standing will be given, at the discretion of the Committee on Admissions, to an applicant who has an acceptable high school record and who has a transcript of college credits certified by the proper officer of the college or university attended showing all the scholastic work done in that institution and in all other institutions of collegiate rank previously attended,

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[1°] A matriculated student is one who has fulfilled all entrance requirements, paid all fees that are due, and is pursuing regular courses leading to a degree.

and giving the student honorable dismissal. Credits presented from a non-accredited institution will be accepted rarely, at the discretion of the Committee. Credits presented for work done by correspondence will not be accepted. A transfer student will not be accepted unless he has attained an overall "C" average for all college work previously attempted, and a "C" average for all hours attempted during the last year of such work, and unless no faculty action has been taken against him. Credentials should be submitted at least one month before registration, along with the photograph. All transfer students seeking a degree in this College must complete all the requirements for the Bachelor of Business Administration degree in this College. Any substitutions for prescribed courses must be approved by the Committee on Studies and Degrees.

In cases where a student wishes to transfer to the College of Business Administration from another college of Loyola University the student will be accepted if he has attained the academic average essential for his being a student in good standing in his college and providing there is no faculty action against him.

II. As a Special Student—A limited number of mature persons who are not eligible for admission into the College of Business Administration may be admitted as special students under the following conditions:

1. They must be at least twenty-one years of age. Exception is made for veterans.
2. They must not have been in attendance in high school during the previous year.
3. They must not be eligible for admission under categories I, III, or IV of this section.
4. They are to present all available certified credits of previous school work, together with formal application for admission as special students, stating the subject courses desired and the reasons for desiring those courses. When no certified credits can be presented, the applicant must furnish a detailed statement of all previous educational attainments and occupational experiences.
5. By virtue of his classification, a special student is not eligible for a degree. He may ultimately become a candidate for a degree by completing by entrance examinations the admission requirements of the College. These examinations must be taken before completing four semesters.

6. Registration as a special student is for one semester. Registration for a following semester will be refused if the student has not shown satisfactory earnestness and definiteness of purpose, or if his work has not been satisfactory for the preceding semester.

7. No one may register in the College of Business Administration as a special student for more than four semesters.

III. As an Out-of-Course Student—A limited number of students who though qualified for admission do not wish to be degree candidates may be permitted by written permission of the Dean to register as Out-of-Course, not to exceed four semesters. Such students may later become degree candidates if their status is changed to that of a regular student with a minimum schedule load of twelve semester hours.

IV. As a Part-Time Student—A limited number of mature and qualified students may be permitted by written permission of the Dean to work toward a degree on a part-time basis for a period not to exceed four semesters. At the end of this period the student must either change his status to that of a regular student or withdraw.

ADMISSION REQUIREMENTS

Preparation for admission to the College of Business Administration is normally expected to cover a period of four years in an accredited high school. A minimum of fifteen acceptable units is required, ten of which must be units in academic subjects. Applicants offering foreign language among their units must offer at least two units in that language. Of the two units in mathematics at least one unit must be in algebra. The unit required in natural science may be either in a laboratory science or general science.

Required units are English 4; Mathematics 2; Social Science 2; Natural Science 1; Electives 6. The six elective units may be either academic or vocational.

STUDENT FEES

Fees are paid in two installments during each semester of the scholastic year. During the Fall Semester, the first installment is due on the date of registration, the second on December 1st. During the Spring Semester, the first installment is due on the date of registration, the second on April 15th. *Any other arrangement for payment must be made before the completion of registration with the Treasurer of the University.*

Tuition for eight complete semesters is required of all full time students, regardless of the number of hours taken during any one semester.

The following are the fees in the College of Business Administration.

FOR FULL TIME STUDENTS

Tuition and basic fees (per semester)	$300.00
Matriculation fee	5.00
Late registration fee (per semester)	5.00
Subject change fee	2.00
Graduation fee	25.00
Cap and gown deposit (refundable)	30.00
Late examination fee	2.00
Transcript (after first)	1.00
Locker rental (per semester)	1.50
R.O.T.C. deposit	20.00
Science laboratory fee	10.00

The basic fee includes registration, tuition, library, subcription to the *Maroon* and *Wolf*, athletics, forums, physical education, and certain other student activities.

The matriculation fee is charged only at the time of a student's first registration in the College of Business Administration.

The graduation fee and the cap and gown deposit are paid by Seniors on the date designated in the Session Calendar. The full deposit will be refunded provided the cap and gown are returned in good condition immediately after graduation. If they are returned more than two months after graduation, only $10.00 will be refunded.

The late examination fee will be charged for any examination taken later than the assigned date, no matter what the excuse. Except for sickness, no late examination will be given unless permission is obtained from the Dean prior to the regularly scheduled examination.

Students will be taxed for excessive breakage or destruction of University property. The decision covering each case will be made by the University.

Until a student's indebtedness is paid in full, no transcript of credits or record of his work will be released from the University.

A fee of two dollars will be charged for every change of course, after the student's schedule has been completed.

REFUND POLICY

It is the sole duty of the individual, in case of official withdrawal from the College, to make formal application to the Finance Office for any refund of tuition. Refunds are determined according to a percentage of the total tuition payable in the semester in which the student withdraws. In other words, this applies only when the full *semester* tuition and basic fees have been paid. Refunds are made on the following basis:

Within first week of semester	80%
One week to three weeks of semester	60%
Three weeks to five weeks of semester	40%

No refunds after five weeks.

No refunds are made when a student is suspended, dismissed for disciplinary reasons or fails to pass in prescribed or elected courses. Refund policy applies to basic fee only.

Some exceptions in the refund policy will be made for student withdrawals because of entrance into military service.

STUDENT HOUSING

Dormitory facilities are not available at the University. The University maintains, but does not supervise, a limited number of rooming houses for male students. Students may board and lodge only at rooming houses approved by the University authorities. Names and locations of such approved and inspected houses will be furnished by the Dean of Students. Meals may be obtained at the University cafeteria.

ADMINISTRATIVE PROCEDURE

INSTRUCTION

The unit of instruction is one period a week for one semester. No credit will be allowed for a course for which a student is not properly registered.

SCHEDULE LOAD

A regular student is required to carry a minimum schedule load of twelve semester hours of work each semester. Normally a student will schedule sixteen or seventeen hours each semester, exclusive of Theology and Military Science.

AUDITORS

Attendance as auditors is not granted without written permission of the Dean. Auditors are charged on the same basis as part-time students.

WITHDRAWAL

A student who withdraws from the College during a semester before taking the final examinations of the semester forfeits all credit for work done in that semester.

To obtain his honorable dismissal on withdrawing from the College, the student must obtain written permission from the Dean for such withdrawal. No such permission will be given if all financial obligations have not been met or if he is under official censure.

Should a student fail to comply with these regulations, a notation of faculty action against the student will be inscribed on his official record.

A student desiring to adjust his schedule after it has been filed in the Office of the Registrar must obtain written permission of the Dean. Permission will not be granted after the final date established for such privilege. No official withdrawal from a course will be permitted after the date stated in the calendar.

MILITARY

In the case of a student who is called to active duty in any branch of the armed services before the date for final examinations in the semester, exceptions to the normal regulations have been made.

ATTENDANCE

The College is insistent on regular and punctual attendance at classes and assemblies. Absences for any excuse whatever do not exempt a student from quizzes, tests, examinations, or other written work required during the period of absence. The responsibility for making up such work rests wholly upon the student.

DISCIPLINE

The educational system of this University includes, as one of its most important features, the formation of character. It is expected that each student will be loyal to the spirit and ideals of the University.

It is intended that the College rules and regulations be a guide and help to foster that gentlemanly conduct which is presupposed in every Loyola student. The College requires regular and punctual attendance at all scheduled exercises, observance of all University customs and regulations, serious application to study, and inoffensive conduct on and off the campus. Any student scheduling courses in another College or School of the University will be subject to the rules and regulations of that College or School while taking those courses.

The College reserves the right to dismiss at any time a student who fails to give satisfactory evidence of earnestness of purpose and of interest in the serious work of college life. At all times the University authorities shall be the judges of what affects the interest both of the institution and of the student body.

R. O. T. C.

There is established at Loyola University an R.O.T.C. Unit of the U. S. Army. Details about this program will be found on page 56.

EXAMINATIONS

Written tests and quizzes are given rather frequently at the discretion of the instructor. Mid-semester examinations are given in the middle of the semester. At the end of the semester the final semester examinations are held.

A student must earn the right to take the final semester examination in each of the scheduled subjects. To do so he must have attended the required number of classes in the subject, he must have taken all the tests and quizzes, he must have submitted the required long report or term paper, and he must have made a minimum overall grade of "D" for the semester work in the subject prior to the semester examination. This pre-examination average will be computed from the grades made in the quizzes, tests, mid-semester examination, written work, and other assignments of the subject course. The final grade for the course will be computed from the pre-examination grade and the final examination grade. If not qualified to sit for the semester examination, because of scholastic deficiency or excessive absences from class, the student automatically incurs a failure (FS) for the course.

GRADES AND REPORTS

A report of the grades made by a student in his scheduled subjects is sent to the student at the middle and end of the semester. The final semester report gives the final grades for the courses completed during the semester.

Grades in the College of Business Administration are reported in letters, not numbers. The qualitative values of the letters used are as follows: A—Excellent; B—Very Good; C—Good; D—Passing; E—Condition (entitled to apply for re-examination); F—Failure; FS—Failure (Pre-examination scholastic deficiency); FE—Failure (Excessive absences);

WF—Failure (Withdrew unofficially); I—Incomplete (Work not up-to-date); W—Withdrew officially.

When a student, at the end of a semester, makes the passing grade of "D" or higher, he is credited with the semester hours allowed for the subject course in which the grade is made. Otherwise, he is not credited with any semester hours, but these hours will be counted as attempted hours when computing scholastic standing and honors. Quality points are given for work passed with a grade of "C" or better.

When a student is conditioned in a subject course at the end of the semester, he may remove the condition by examination. Only one such examination is allowed, and only on the day assigned by the Dean. If the student is successful in the examination, he receives full credit of semester hours, but the highest grade allowed is "D". If the student fails to remove the condition on the day assigned, the condition becomes a failure. If the student fails to take the examination, his grade automatically becomes a failure. No more than a total of two course conditional examinations are allowed to be taken by a student in any one semester, including both liberal arts and business administration courses. A fee of two dollars is charged for each conditional examination in the College of Business Administration.

All incomplete grades must be removed before the end of the following semester. Otherwise, they become failures and are so recorded. However, it is more beneficial to the student if the incomplete grade is removed before the middle of the following semester in order that an undue burden is not placed on the student when preparing for his scheduled final examination.

DEAN'S HONOR LIST

Each semester the Dean of the College of Business Administration establishes a "Dean's Honor List" which includes the names of students registered in the College of Business Administration who have attained an average of 2.0 or better for all courses scheduled in that semester. This list is made known to the public and notation of this distinction is made a part of the permanent file of each student included on the list.

REPETITION OF COURSES

A student who has failed a course will be allowed to repeat that course when it is next offered. No more than two repetitions of the same course will be allowed to any student.

For repetition of courses to raise the quality of a student's work, cf. page 33, "Quality of Work."

CLASSIFICATION OF STUDENTS

Those students are ranked as Sophomores, who have credit for twenty-four semester hours; Juniors, who have credit for fifty-six semester hours; and Seniors, who have credit for ninety-two semester hours.

SCHOLASTIC STANDING

The standing of a student is computed on all hours attempted, including Theology and Military Science but excluding authorized withdrawals. All attempts at a course which has been failed and repeated or which has been repeated to raise the quality of work will be counted in computing a student's scholastic standing.

PROBATION AND DISMISSAL

1. A first semester freshman on scholastic probation will carry a maximum schedule load of twelve to fourteen hours in degree subjects. If at the end of his first semester this student has achieved a minimum 0.5 grade average in all his scheduled subjects his probation will be removed. If he has failed to remove his scholastic probation he will be subject to dismissal from the College.

2. Other matriculated students whose grade average is less than the allowed minimum, as indicated below, will be placed on scholastic probation for one semester with a reduced schedule load, or their registration may be cancelled.

3. If, after one semester on probation, the student has failed to raise his grade average to the minimum he will be subject to dismissal from the College.

Minimum Grade Average Allowable	
a. After one semester	0.5
b. After two semesters	0.7
c. After three semesters	1.0

PROGESSION

Before the completion of his sophomore year the student should have determined in consultation with his adviser the selection of a program of junior and senior courses. A limited amount of specialization is provided for in the various programs but students are cautioned against too much narrow specialization. In all cases the junior and senior program must be approved by the student's adviser and the Dean.

At the conclusion of the student's sophomore year his scholastic progress will be reviewed carefully by his adviser, a faculty committee, and the Dean. Before undertaking a junior program a student should have demonstrated beyond a doubt his scholastic proficiency. He should have a general average of "C" or 1.0. If a student has a marked deficiency in quality he may be forced to repeat lower division courses; he may be put on probation; or he may be dismissed permanently.

REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

I. The Amount of Work—To receive the degree, Bachelor of Business Administration, a student is required to complete at least 128 semester hours, exclusive of hours earned in Theology and Military Science, distributed in such a manner as to include normally eight semesters of work. The senior year must be spent in this College except for the Combined Program in Business and Law, cf. page 40. The last four semesters are devoted to a program of professional study consisting of approximately sixty semester hours of upper division courses. The only general exception to this rule is for the Combined Program in Business and Law.

II. Absentia Work—A student who wishes to schedule courses at another college, during the summer session or otherwise, and who wishes to have such courses recognized as partial fulfillment of his degree program must obtain written permission of the Dean before such courses are scheduled. Failure to obtain such permission will render the courses unacceptable at Loyola. No credit will be allowed for any such courses carrying less than a "C" grade.

III. Character of Work—The various degree programs in this College all call for a minimum of 128 semester hours with approximately one-half of the work in liberal arts and about one-half in business administration subjects. All students must complete the following courses:

Course	Sem. Hrs.	Course	Sem. Hrs.
English	12	Accounting	12
Business Speaking	2	Introduction to Business Organization	2
Business Writing	3	Money and Banking	3
Philosophy	15	Corporation Finance	3
History or Language	12	Marketing	3
Mathematics	6	Business Law	6
Economic Geography	3	Labor Economics	3
Economic History	3	Business Statistics	3
Principles of Economics	6	Personnel Management	3
Intermed. Economics	4	Production Management	3
		Upper Division Electives	21
	66		62

IV. Quality of Work—A candidate for the Bachelor of Business Administration degree must present not only the required quantity and character of degree work, but must also attain a certain standard of excellence in his work. Hence the candidate must have earned a general average of "C" or better for all courses attempted and must have at least a "C" average for upper division professional courses.

Quality points are earned in the following manner: For the grade of "A" in a subject course, the student is credited with three times as many quality points as semester hours allowed for the course; for the grade of "B", twice as many quality points as semester hours; for the grade of "C", just as many quality points as semester hours; for the grade of "D", semester hours are credited but not quality points; for the grade of "F", neither semester hours nor quality points are credited, but the semester hours are counted as hours attempted in computing a student's standing and credit point ratio.

With the permission of the Dean, a student may repeat a course already successfully completed in order to better the quality of his work. The results of the second attempt supersede the results of the first attempt. No third attempt will be allowed unless the second attempt results in a failure, in which case the course must be repeated a second time. In computing scholastic average all attempts will be counted.

V. Application for Degree and Payment of Fees.—At the beginning of the scholastic year in which the candidate expects to complete the work required for his degree he must present to the Registrar a formal application for that degree. On the day specified in the session calendar the candidate must pay his graduation fee of twenty-five dollars and discharge all other financial indebtedness to the University·

VI. Presence at Graduation—All candidates for degrees must be present at the Baccalaureate Services and the Commencement Exercises. This applies to students following the Combined Program in Business and Law. The University will not confer degrees *in absentia.* Exception is made for candidates in the armed services.

VII. Graduation Honors — Graduation honors are computed according to the quality point system. A student's graduation average is determined by dividing the total number of quality points earned by the total number of semester hours attempted by the student in his courses. Semester hours carried include all hours attempted (excluding authorized withdrawals and including failures and all attempts at a course which has been repeated in order to raise the total of quality points). A student who has made an average of 2.5 graduates *cum laude;* one who has made an average of 2.7, *magna cum laude;* one who has made an average of 2.9 *summa cum laude*. Record of these honors is inscribed on the diploma and noted in the list of graduates published for the Commencement Exercises.

KNOWLEDGE OF REGULATIONS

Every student is to acquaint himself with all regulations of the University and the College that pertain to him. The College of Business Administration reserves the right to change its course requirements and its regulations and to make changes effective for currently registered students and new registrants. When a student registers in the University, it is understood that both the students and the student's parents or guardians agree to the student being governed by the regulations of the University and the College, and will abide by decisions that may be made by officials in the University regarding the student.

COLLEGE OF BUSINESS ADMINISTRATION

REQUIRED COURSES FOR DEGREE[1°]

All candidates for the Bachelor of Business Administration degree must complete all the courses listed below. The student and his adviser will determine the best selection of junior and senior elective courses. A limited amount of specialization is permitted in the various programs of study but the student is urged to get as much breadth as possible in his course of studies. Some electives may be taken in another college subject to proper approval.

FRESHMAN YEAR

Course No.		Sem. Hrs. I	Sem. Hrs. II
~~En. 101-102~~	~~Freshman Composition~~	~~3~~	~~3~~
~~Mt. 112-Acc. 104~~	Introduction to Finite Mathematics—Business Mathematics	~~3~~	~~3~~
~~Hs. or Lg. 101-2~~	~~World History[2°] or Modern Language~~	~~3~~	~~3~~
Eco. 105-104	World Economic Geography—U. S. Economic History	3	3
Acc. 101-102	Elementary Accounting	3	3
	Military Science		
		15	15

SOPHOMORE YEAR

Course No.		Sem. Hrs. I	Sem. Hrs. II
En. 201-~~202~~	A Survey of English Poetry and Prose	3	~~3~~
~~Hs. or Lg. 201-2~~	~~U. S. History[2°] or Modern Language~~	~~3~~	~~3~~
Pl. 201-202	Logic-Metaphysics I	3	3
~~B.C. 207~~-Mg. 299	~~Bus. Oral Comm.~~-Introd. to Bus. Organization	~~2~~	2
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 205-206	Intermediate Accounting	3	3
	Military Science		
		17	17

[1°] Catholic students are required to take Theology each semester.
[2°] Political Science or Sociology may be substituted for History.

JUNIOR YEAR

Mk. 301-Pl. 301	Introduction of Marketing I—Psychology	3	3
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Mg. 334-Eco. 331	Personnel Management—Labor Economics	3	3
Mg. 311-B.C. 304	Bus. Statistics—Bus. Written Communications	3	3
Eco. 326-327	Hist. Economic Thought—Intermed. Econ. Theory	2	2
	Electives[30]	3	3
		17	17

SENIOR YEAR

Pl. 302-303	General Ethics—Special Ethics	3	3
B.L. 305-3006	Business Law	3	3
Mg. 337	Production Management—Electives[30]	3	3
	Electives[30]	6	6
		15	15

JUNIOR - SENIOR PROGRAMS OF STUDY

PROGRAM IN GENERAL BUSINESS

This program is strongly recommended for students who want a good solid preparation for business without any great attempt at specialization. All of the electives may be used in a way to serve the particular needs of a student and to give an opportunity for maximum breadth. The student and his adviser will determine the proper selection of courses in this as in all programs of study. It is strongly urged that at least six semester hours of marketing be taken in this program.

PROGRAM IN ACCOUNTING

Management in modern business is highly specialized. Important to business executives is the continuous availability of information concerning costs and operating expenses, resources and liabilities, and profits and losses. Whether the business be retailing or manufacturing, shipping or banking, accounting knowledge is fundamental. Increasing regulations and taxation activities of the government place further emphasis on accounting knowledge.

The student who takes advanced studies in accounting prepares himself for a very useful career in the fields of private, commercial and industrial accounting, of public accounting, of governmental service, of tax cousulting, of cost analysis, or of teaching.

No student should attempt the accounting program unless he has maintained at least a "C" average in his lower division accounting courses.

Recommended Courses: Acc. 303-304, Acc 314,
Acc. 315, Acc. 323.

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[30] See Junior-Senior Programs of Study.

PROGRAM IN ECONOMICS

A comprehensive and sound knowledge of economic theory and its application is essential in all business affairs. The Program in Economics is offered to provide greater opportunity for training in advanced economic courses for those who may aspire to graduate work or to careers in professional economics or government service.

Recommended Courses: Eco. 308, Eco. 325, Eco. 332, Fn. 316.

PROGRAM IN INTERNATIONAL TRADE

In general, world trade is of fundamental importance to every citizen. Opportunities in international trade affairs, both within the United States and in Foreign service, are without limit. Some of the most promising developments in the future New Orleans will be in the field of foreign trade. It has been estimated that seventy per cent of the purchasing power in the hands of New Orleans people comes directly or indirectly from its foreign trade activities.

Typical careers in private employment are to be found in the export and import departments of large national concerns, in inland and ocean transport, in marine insurance, in marketing and advertising agencies, in banking, and in freight forwarding. Besides private employment, numberless opportunities are afforded by the governmental agencies in the United States Departments of Commerce, State, and Treasury.

Preparation for a successful career in international trade demands careful training of a diversified sort. Fundamental are such capacities as a knowledge of other peoples, their customs, history and language; a basic understanding of how the business world operates; ability to conduct market analyses; and knowledge of the techniques of exporting and importing.

Recommended Courses: Eco. 317, I.T. 301, I.T. 303, I.T. 322, IT. 330.

PROGRAM IN MANAGEMENT

Management, which has as its principal task that of getting things accomplished through people, is in the process of becoming a profession. The responsibility, authority, and accountability of the modern executive is deepening and broadening steadily as a result of basic economic, social, and political changes in the United States.

These changes require that the business mechanic, that is, the executive who learned his trade through the process of trial and error, be replaced by the professional executive who has added a sound philosophy of management to his practical skills.

As structural changes occur continuously in the American economy, it is imperative that the modern manager possess a sound philosophy of management in order that he may provide the type of executive leadership that will assure for the continuance of the free enterprise system.

Employment opportunities in management, both administrative and operative, are widening in scope and nature. In fact, there is scarcely an aspect of modern life which does not require the capabilities and talents of well trained managers.

The profession of management is rewarding to the individual who accepts the responsibilities that are coincidental with the attributes and privileges of the profession.

Candidacy for the program in management will be limited to those students who have evidenced an aptitude for and an interest in a career in management.

Recommended Courses: Mg. 341, Mg. 346, Mg. 350.

PROGRAM IN MARKETING

For years in the United States major emphasis was placed on production and little attention was devoted to the marketing phases of American economic life. From 1914 on such developments in technological improvements and increased productive capacity occurred that problems of finding and stimulating market outlets for an endless quantity and variety of goods arose. The challenge presented results in a new and vigorous emphasis on all aspects of marketing.

Today it is estimated that sixty per cent of the consumer's dollar goes to pay for the marketing activities, as against forty per cent to cover direct production costs and profits. Whether this estimate is exact or not, it is apparent that a realization of the importance of marketing in business affairs gives rise to a host of career possibilities for the student of business.

In private employment there are opportunities in selling, in advertising, in survey and research work, in wholesaling and retailing, as manufacturers agents, and in related and associated fields like transportation, insurance, radio, and banking.

In governmental employment there are career opportunities of many types, especially in the Departments of Commerce and Agriculture and in specialized Bureaus.

Recommended Courses: Mk. 302 or Mk. 331, Mk. 307, Mk. 308, Mk. 310.

PROGRAM IN BUSINESS AND JOURNALISM[10]

This program is designed for young men and women who desire to combine careers in writing and mass communications with careers in the active business world. There is a growing need for special business writers who may work in the editorial staffs of newspapers and other mass media with a specific knowledge of business and economics, and, also, for young people who have skills in writing and communications to work in business and contribute to the effectiveness of the internal and external communications of business. This field of concentration may be elected only after consultation with the Dean of the College of Business Administration.

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition	3	3
Mt. 112-Acc. 104	Introduction to Finite Mathematics—Business Mathematics	3	3
Jr. 201-202	News Writing—News Reporting	2	2
Jr. 221-222	Supervised Publication Work	1	1
Eco. 105-104	World Economic Geography—U. S. Economic History	3	3
Acc. 101-102	Elementary Accounting	3	3
	Military Science		
		15	15

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose	3	3
Jr. 203-204	News Editing	3	3
Jr. 223-224	Supervised Publication Work	1	1
Jr. 242-243	Workshop (Non credit)	(2)	(2)
Pl. 201-202	Logic—Metaphysics I	3	3
Mg. 299	Introduction to Business Organization		2
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 205-206	Intermediate Accounting	3	3
	Military Science		
		16	18

JUNIOR YEAR

Mk. 301-Pl.301	Introduction to Marketing I—Phychology	3	3
Fn. 305-Mg.334	Money and Banking—Personnel Management	3	3
Mg. 339-311	Public Relations—Business Statistics	3	3
Eco. 326-327	History of Economic Thought—Intermediate Economic Theory	2	2
Jr. 306-307	Modern Feature Writing—Editorial Writing	3	3
Eco. 331	Labor Economics—Elective	3	3
		17	17

SENIOR YEAR

Pl. 302-303	General Ethics—Special Ethics	3	3
B.L. 305-Mg. 337	Business Law—Production Management	3	3
Mk. 310-308	Marketing Research—Advertising	3	3
Jr. 315-316	Advanced Newspaper Reporting	3	3
	Electives	3	3
		15	15

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[10] Catholic students are required to schedule Theology each semester.

COMBINED PROGRAM IN BUSINESS AND MATHEMATICS[1]

The basic management functions are usually considered to be planning, direction and control. In recent years considerable attention has been given to the direction and control functions. However, the planning function has been neglected. One of the reasons for this has been the shortage of persons with a suitable background in mathematics.

The combined programs in business and mathematics permits a student to study all of the basic or "core" courses in business administration while electing as a field of concentration the applied courses in mathematics. This preparation leads to careers in actuarial sciences, market research, and electronic accounting programing.

This field of concentration may be elected only after consultation with the Dean of the College of Business Administration.

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition	3	3
Mt. 125-257	Unified College Algebra and Trigonometry—Analytic Geometry and Calculus I[2]	5	5
Hs. or Lg. 101-2	World History[3] or Modern Language	3	3
Eco. 105-104	World Economic Geography-U.S. Economic History	3	3
Acc. 101-102	Elementary Accounting	3	3
	Miiltary Science		
		17	17

SOPHOMORE YEAR

Course No.		I	II
En. 201-202	A Survey of Engilsh Poetry and Prose	3	3
Pl. 201-202	Logic-Metaphysics I	3	3
B.C. 304-Mg. 299	Bus. Written Communications-Introd. to Bus. Organization	3	2
Mt. 259-260	Analytic Geometry and Calculus II and III[4]	3	3
Ec. 201-202	Economic Principles and Problems	3	3
Acc. 205-206	Intermediate Accounting	3	3
	Military Science		
		18	17

JUNIOR YEAR

Course No.		I	II
Eco. 326-Pl. 301	Hist. Eco. Thought—Psychology	2	2
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Mg. 334-Eco. 331	Personnel Management—Labor Economics	3	3
Mt. 347-348	Elementary Mathematical Statistics	3	3
Hs. or Lg. 201-202	U. S. History or Modern Language	3	3
		14	15

SENIOR YEAR

Course No.		I	II
Mk. 301-Mg. 337	Introd. to Marketing I—Production Management	3	3
Pl. 302-303	General Ethics-Special Ethics	3	3
B. L. 305-306	Business Law	3	3
Mt. 361-362	Advanced Calculus[5]	3	3
	Elective	3	3
		15	15

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[1] Catholic students are required to schedule Theology each semester.

[2] Exceptional students only, with sufficient background, may substitute Mt. 257-258, Analytic Geometry and Calculus I and II, for Mt. 125-257, Unified College Algebra and Trigonometry—Analytic Geometry and Calculus I.

[3] Political Science or Sociology may be substituted for History.

[4] Students who substitute Mt. 257-258 for Mt. 235-257 substitute Mt. 260-352, Analytic Geometry and Calculus III—Ordinary Differential Equations, for Mt. 259-260.

[5] Other mathematic courses may be substituted.

COMBINED PROGRAM IN BUSINESS AND LAW[1]

The combination of business administration and law affords an exceptional training for a career in either law or business or governmental service. With the combined program which is here offered it is possible to achieve both the degrees, Bachelor of Business Administration and Bachelor of Laws, after six years of study. This combination program is recommended only for those students who are able to maintain a "B" or high "C" average in their studies. Required credit in Business Law 305-306 is waived, and most electives are to be scheduled in the School of Law.

1. A Business Administration student may enter upon his studies in the School of Law after the completion of his junior year.
2. Before transferring to the School of Law he must have completed all the subjects prescribed below. He must have submitted his application for the BBA degree.
3. He must have been registered during the entire year as a senior in the College of Business Administration and as a first year student in the School of Law.
4. He must have completed successfully the first year of his law studies as required by the School of Law for his promotion to the second year of law studies.
5. He must not be under official censure either in the College of Business Administration or in the School of Law.
6. He must see that an official record of the School of Law studies be sent to the Dean of the College of Business Administration.
7. He may receive the Bachelor of Business Administration Degree during the graduation exercises at the successful completion of his first year in the School of Law if he elects to do so. He will receive the Bachelor of Business Administration Degree at the same time he receives his Bachelor of Laws Degree. However, if for any reason a student voluntarily withdraws from the Bachelor of Laws Program after the successful completion of the first year of his law studies as required by the School of Law for his promotion to the second year of law studies and is under no official censure of either the College of Business Administration or the School of Law, he may receive the Bachelor of Business Administration Degree at the next normally scheduled exercises with the other candidates for the Bachelor of Business Administration Degree.

FRESHMAN YEAR

Course No.		Sem. Hrs. I	II
En. 101-102	Freshman Composition	3	3
Mt. 112-Acc. 104	Introduction to Finite Mathematics—Business Mathematics	3	3
Hs. or Lg. 101-2	World History [2] or Modern Language	3	3
Pl. 201-202	Logic-Metaphysics I	3	3
Eco. 105-104	World Economic Geography—U. S. Eco. History	3	3
Acc. 101-102	Elementary Accounting	3	3
	Military Science		
		18	18

SOPHOMORE YEAR

Course No.		Sem. Hrs. I	II
En. 201-202	A Survey of English Poetry and Prose	3	3
Hs. or Lg. 201-2	U. S. History[3] or Modern Language	3	3
B.C. 304-Pl. 301	Business Written Communications-Psychology	3	3
B.C. 207-Mg. 299	Bus. Oral Comm.-Introd. to Bus. Organization	2	2
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 205-206	Intermediate Accounting	3	3
	Military Science		
		17	17

JUNIOR YEAR

Course No.		Sem. Hrs. I	II
Pl. 302-303	General Ethics—Special Ethics	3	3
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Mg. 334-Eco. 331	Personnel Management—Labor Economics	3	3
Mg. 311-337	Business Statistics—Production Management	3	3
Eco. 326-327	Hist. Economic Thought—Intermed. Econ. Theory	2	2
Mk. 301	Introduction to Marketing I—Elective	3	3
		17	17

SENIOR YEAR

Course No.		Sem. Hrs. I	II
	School of Law Electives	12	12

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[1] Catholic students are required to schedule Theology each semester.
[2] Political Science or Sociology may be substituted for World History.
[3] Approved courses in Sociology may be substituted for U. S. History.

PROGRAM IN ADMINISTRATIVE PRACTICES[1°]

The Program in Administrative Practices is designed to equip young men and women for high level positions as administrative assistants as secretaries or as supervisors of clerical personnel. As business becomes more complex it is necessary for ambitious young men and women to acquire and develop careers in the sciences of administration and communications which permit them to contribute to the ordering of effective and essential business departmental operations and procedures.

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		1	II
En. 101-102	Freshman Composition	3	3
Mt. 112-Acc. 104	Introduction to Finite Mathematics—Business Mathematics	3	3
Eco. 104-105 or Hs. 101-102	Economic History of United States—World Economic Geography Survey of World History I and II	3	3
B.S. 101-Ex. 102	Basic Business Machines—Public Speaking	3	3
B.S. 110-112	Techniques in Typewriting	2	2
B.S. 11A-11B	Typewriting Laboratory (Non credit)	(1)	(1)
B.S. 120-121	Techniques of Shorthand	2	2
	Military Science		
		16	16

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Pl. 201-202	Logic—Metaphysics I	3	3
Acc. 101-102	Elementary Accounting	3	3
B.S. 210-211	Advanced Typewriting	2	2
B.S. 21A-21B	Typewriting Laboratory (Non credit)	(1)	(1)
B.S. 220-221	Advanced Shorthand	2	2
	Military Science		
		16	16

JUNIOR YEAR

Acc. 205-206	Intermediate Accounting	3	3
B.C. 304-Mg. 299	Business Written Communications—Introduction to Business Organization	3	2
Fn. 305-Pl. 301	Money and Banking—Psychology	3	3
Mg. 370-B.S. 303	Office Management—General Office Laboratory	3	2
B.S. 320-321	Secretarial Problems	2	2
B.S. 301-302	Duplicating and Recording Equipment—Mail, File and Correspondence Procedure	3	3
		17	15

SENIOR YEAR

Pl. 302-303	General Ethics—Individual and Social Ethics	3	3
Mg. 334-Mk. 301	Personnel Management—Principles of Marketing	3	3
B.L. 305-Mg. 346	Business Law—Administrative Practices	3	3
Mg. 311-Elective	Business Statistics—Free elective in Arts and Sciences	3	3
B.S. 325-326	Advanced Dictation and Transcription and Office Procedures	3	3
B.S. 350-351	Personal Adjustment to Business	1	1
		16	16

[1°] Catholic students are required to take Theology each semester.

DEPARTMENTS OF INSTRUCTION

The courses of instruction in the College of Business Administration are numbered in accordance with the following plan: Lower Division courses, numbered from 100 to 299, are introductory and basic courses. Upper division courses, numbered from 300 to 399, are meant for juniors and seniors and they usually require the lower division prerequisite courses.

The college credit allowed for a course is slated in terms of semester hours.

The following is a list of the key letters used to indicate the different courses of instruction:

Department	**Course Key**
Accounting	Acc.
Business Communications	B.C.
Business Law	B.L.
Economics	Eco.
Finance	Fn.
International Trade	I.T.
Management	Mg.
Marketing	Mk.
Business Sciences	B.S.

The course numbering plan prevailing in the College of Arts and Sciences is the same as that which prevails in the College of Business Administration. Students from the College of Business Administration take courses in the following Departments of the College of Arts and Sciences:

Department	**Course Key**
English	En.
Expression	Ex.
History	Hs.
Journalism	Jr.
Mathematics	Mt.
Military Science (R.O.T.C.)	MS
Modern Language	Sp. or Fr.
Philosophy	Pl.
Sociology	Sl.
Theology	Th.

COLLEGE OF BUSINESS ADMINISTRATION COURSES

ACCOUNTING COURSES

Acc. 100 Basic Accounting. This is a one semester terminal course designed especially for Pre-Pharmacy students. A basic course in the elements of double entry accounting and record systems for the retail pharmacy business. The recording and analysis of ordinary business transactions; adjusting and closing entries; form and content of financial and profit and loss statements. Laboratory drill. 3 sem. hrs.

Acc. 101-102 Elementary Accounting. A basic course in the elements of double entry bookkeeping; intensive drill on working papers; opening and closing books; single proprietorships, partnerships, and simple corporation accounting; financial statements. Analysis and recording of business transactions; business vouchers and books; controlling accounts; adjusting and closing entries. Laboratory drill. 6 sem. hrs.

Acc. 104 Business Mathematics. Application of basic mathematics to business problems: fractions; ratios and proportion; simple and compound interest; trade discounts; application of annuity principles. Prerequisite: Mt. 102. 3 sem. hrs.

Acc. 205-206 Intermediate Accounting. Form and content of financial statements; corporate accounting; theories of evaluation; comparative statements; correction of errors; use of comparative data; special ratios and measurements; application of funds; practical problems. Prerequisite: Acc. 101-102 or its equivalent. 6 sem. hrs.

Acc. 303-304 Advanced Accounting. Advanced study of partnership accounting; consignments, installments and joint ventures; statement of affairs, receivership and liquidation; estates and trusts; home and branch office accounting; foreign exchange; consolidated balance sheets; governmental units; compound interest. Prerequisite: Acc. 205-206 or its equivilent. 6 sem. hrs.

Acc. 314 Federal Tax Accounting. This course is designed to provide a comprehensive explanation of the Federal Tax Laws, and to provide training in the application of the tax principles embodied in the tax laws to specific problems. Particular emphasis is laid on the income tax provisions of the tax laws as they apply to individuals. This course further includes a study of the techniques involved and problems encountered in the preparation and filing of returns and payment of taxes for the state of Louisiana. Prerequite: Acc. 205-206 or its equivalent. 3 sem. hrs.

Acc. 315 Cost Accounting I. An introductory course emphasizing principles of accounting as applied to the problems of scientific accumulation of manufacturing costs. It embraces an inquiry into the methods of accounting for materials, labor and overhead under a job-order system, including a practice set to show how each cost principle is applied to actual practice. Prerequisite: Acc. 205-206 or its equivalent. 3 sem. hrs.

Acc. 316 Cost Accounting II. This course is designed to present the various problems encountered in determining per unit costing under the continuous process cost system; also, the special cost problems; by-products, co-products and joint-products; inventory difficulties and complexities; distribution costs; and standard costs. Prerequisite: Acc. 205-206 or its equivalent. 3 sem. hrs.

Acc. 321-322 C.P.A. Problems. This course is designed for students who expect to enter the field of public accounting. It includes a consideration of auditing procedure but the major part of the work consists of problems and questions from previous State C.P.A. and Uniform Certified Public Accountant examinations, prepared by the board of examiners of the American Institute of Certified Public Accountants and adopted by the examining boards of forty-six states, the District of Columbia, and four territories. Prerequisite: Acc. 303-304 or its equivalent. Offered in the Evening Division only. 6 sem. hrs.

Acc. 323 Auditing Principles. This course covers both the accepted principles and practices of auditing that underlie balance sheets, detailed and continuous audits and special investigations. Discussion is supplemented with problems and questions applicable to audits. Prerequisite: Acc. 303-304, or its equivalent. 3 sem. hrs.

Acc. 324 Auditing Problems. This course comprises a complete audit case, emphasizing procedures in the proper conduct of an audit and other details consistent with good audit practice. The student is required to prepare a complete set of audit working papers and to write a formal audit report for a typical Balance Sheet Audit. Prerequisite: Acc. 323. Not offered in 1958-59. 3 sem. hrs.

Acc. 333 Punched Card Machine Methods and Procedures. Students who are planning an executive career should contemplate rounding off their chosen program with a complete and comprehensive understanding of punched card accounting and its application in such fields as accounting, statistics, marketing, office and factory management, and other allied fields of business. Managerial control and methods of procedure and analysis are emphasized; actual business problems are studied in order to appreciate this ever-important, ever-growing field. All machine demontsrations will be conducted at the local International Business Machines Company's office. For certification only

BUSINESS COMMUNICATIONS COURSES

B.C. 207 Business Oral Communications. Principles of effective business speech. Emphasis is on methods and techniques of conference speaking, a speech situation in which a small group of persons participate in a controlled business discussion. Study is focused also on the application interview, the sales presentation, use of visual aids, etc. Supervised practice in oral communications is afforded through class activities. 2 sem. hrs.

B.C. 304 Business Written Communications. Principles of business correspondence; emphasis on structure and content of different types of written communications; business report analysis, assigned problems. Prerequisite: En. 101-102. 3 sem. hrs.

BUSINESS LAW COURSES

B.L. 305-306 Business Law. Application of law to business transactions; fundamental ideas of law in general; business forms; contracts; agency; negotiable instruments; banking law; sales, personal property; partnerships and corporations; mortgages; real property; insurance; suretyship; and bankruptcy. Prerequisite: Eco. 201-202. 6 sem. hrs.

ECONOMIC COURSES

Eco. 104 Economic History of United States. A survey of the outstanding developments since the Colonial days in agriculture, banking, transportation, labor and population, foreign trade and tariffs, and marketing. 3 sem. hrs.

Eco. 105 World Economic Geography. A basic survey course designed to cover raw materials and industries comprising the fundamental world economy. This course includes considerations of sources of raw materials; methods of growing, producing or mining; uses in commodity form or in industry; importance to domestic economy and in foreign trade; structure and economics of industry; location and importance of principal industrial units. Emphasis will be placed on regional geography, world population problems, trade channels, and world economic competition. Students are introduced to research methodology. 3 sem. hrs.

Eco. 200 Basic Enonomics. This is a one semester terminal course designed especially for Pre-Pharmacy students. Credit in this course cannot be substituted for either Eco. 201 or Eco. 202. The course involves a study of the elementary principles of production, value, distribution and consumption with a limited treatment of some of the major economic problems of society. 3 sem. hrs.

Eco. 201-202 Economic Principles and Problems. A study of the application of the basic economic principles to the business world in operation. Economic structures; production; forms of business enterprise; value and price determination; domestic and foreign trade; money, credit, and banking development; distribution of wealth and income; the process of consumption. A careful consideration of the major economic problems of the day such as those relating to business cycles, trusts and monopolies, transport, agriculture, labor, business financing, and government regulations. Prerequisite: Sophomore standing. 6 sem. hrs.

Eco. 308 Public Finance. Types of public revenues and expenditures; theory and practice of taxation; public credit; war and depression financing; the federal budget; financial administration. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 317 Transportation. A survey of transportation as a whole, with attention to railroads, airlines, highways, inland waterways and pipelines. Attention will be given to history, organization, costs and rate making, finance, service, legislation and regulation, documents, and intercarrier relationships. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 325 Business Cycles. Structure of the American economy, description of business cycle phases; causal theories; implications of economic growth. Prerequisites: Fn. 305, Mg. 311. 3 sem. hrs.

Eco. 326 History of Economic Thought. A survey of the development of economic thought from the Mercantilists to the present day economists; a study of the Papal Encyclicals. Prerequisite: Eco. 201-202. 2 sem. hrs.

Eco. 327 Intermediate Economic Theory. Economic doctrines; the essential elements of capitalism; price structures; value theory; the role of monopolistic competition; economic theorists. Prerequisite: Eco. 201-202. 2 sem. hrs.

Eco. 331 Labor Economics. The function of labor in modern industry; the organized labor movement and the essence of collective bargaining; the government and the labor movement; labor relations within and outside the industrial unit: labor legislation; discussion of such general labor problems as child employment, women in industry; economic security for the laboring masses, hours. wages, and accidents. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 332 Government and Business. This course aims at a survey and assessment of the increasing and varied participation of government in the American economy. After an examination into the legal and constitutional framework surrounding governmental participation in the American economy. topics studied include: governmental promotion of business, agriculture, labor, and the general consumer interest; governmental regulation of transportation. public utilities. industrial monopolies, and general trade practices; public enterprise; governmental policy and the stabilization of the American economy. Attention is also given to the socio-philosophical foundation of governmental participation in the economic process. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 333 Comparative Economic Systems. An analysis of the theoretical foundations—philosophical, social, economic—and practical functioning of the economic systems of historical capitalism, neo-liberal capitalism, socialism and communism. Attention is also given to the doctrine of the Papal encyclicals concerning the fundamentals of economic organization. Prerequisites: Eco. 201-202, Eco. 326. 3 sem. hrs.

Eco. 340 Principles of Insurance. A course designed to acquaint the student with the basic principles of general insurance and a survey of the various types of insurance such as casualty, fire, life, health, accident, marine, etc. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 341 Fundamentals of Real Estate. A study of the basic fundamentals of real estate as a practical tool and as an introduction to actual job experience. Covers such topics as appraisals, management, land utilization, listings, real estate finance and home building. Prerequisite: Eco. 201-202. 3 sem. hrs.

FINANCE COURSES

Fn. 305 Money and Banking. Functions of money, monetary development in United States; nature of, functions, and instruments of credit; banking development in United States; the National Banking System; the Federal Reserve System;

recent reforms; types and functions of banking institutions. Prerequisite: Eco. 201-202. 3 sem. hrs.

Fn. 307 Corporation Finance. Structures and forms of different types of business enterprise; the promotion and financing of business; incorporation laws; underwriting securities; working capital; distribution of dividends; financial policies; failures and reorganizations; responsibility of the corporation to its creditors, its shareholders, and the general public. Prerequisites: Acc. 205-206, Eco. 201-202. 3 sem. hrs.

Fn. 316 Investments. Principles of sound investment securities; markets for security issues; sources of financial information; interpretation of financial news and corporation data and reports; investment programs for individual and institutional investors; estate planning; regulation of investment markets; the Securities and Exchange Commission. Prerequisite. Fn. 305-307. 3 sem. hrs.

INTERNATIONAL TRADE COURSES

I.T. 301 Principles of International Trade and Economics. This course covers the theory of foreign trade, tariff theory, and international investment problems. Special attention is given to the history of trade, the economic bases for trade, balance-of-payments and foreign exchange problems (Formerly I.T. 336). Prerequisite: Eco. 201-202. 3 sem. hrs.

I.T. 303 Latin American Economics and Trade. A survey of the outstanding economic and social developments in Central and South America. Much of the course is concerned with the Latin-American countries as sources of imports and as export markets, and major emphasis is placed on the Latin American area as an outlet for United States investment. Prerequisites: Eco. 201-202, I.T. 301. (Formerly I.T. 301, I.T. 310). 3 sem. hrs.

I.T. 309 World Trade Markets. A survey of the present-day trade with selected regions of the world. Emphasis on the major imports and exports of Europe, Asia, Africa and Oceania; trade channels to and from the United States, especially the Mississippi Valley; trading methods and policies; commercial treaties; current exchange and commercial restrictions; foreign credit conditions and information; potentialities of trade among the regions. This course contemplates a study of general economic conditions and emphasizes methods of assembling and interpreting data on foreign markets. Prerequisites: Eco. 317, Mk. 301. 3 sem. hrs.

I.T. 310 International Commercial Policies. A study of international trade relationships and international problems of an economic nature. Time is devoted to a discussion of tariff construction and application, import, quotas, embargoes, cartels and other types of commercial restrictions. Special attention is given to recent efforts to further international trade and investment. Prerequisite: I.T. 301. 3 sem. hrs.

I.T. 322 Commercial Spanish. Spanish correspondence, conversation and translation with emphasis on business forms and commercial vocabulary. Attention is given to readings, tariffs and commercial laws of Spanish speaking countries. Prerequisite: Two years of College Spanish or equivalent. 3 sem. hrs.

I.T. 330 Export-Import Operations and Analyses. A study of fundamental techniques of exporting and importing; procedures in market analysis; conditions of sale and methods of financing exports and imports; customs procedures; storage and packaging; ocean transportation and marine insurance. (Formerly I.T. 337-338). Prerequisite: I.T. 301. 3 sem. hrs.

I.T. 340 International Finance. A study of the theory of foreign exchange and international financial transactions, exchange controls balance-of-payments and international capital movements. Prerequisite: I.T. 310. 3 sem. hrs.

MANAGEMENT COURSES

Mg. 299 Introduction to Business Organization. A course designed to provide an appreciation of the various areas of management which, when combined, result in the integrated business enterprise. Specific attention is given to each of the areas of management and the typical problems which develop in these areas are considered. The course serves two broad purposes: (1) It permits the students to see how each of the several courses to be taken in the junior and senior years fits into their over-all business education, and (2) it provides a vocational guidance flavor, in that this pre-view of the business world may better equip the student to decide upon the business area in which he will concentrate for the remainder of his academic career. 2 sem. hrs.

Mg. 311 Business Statistics. Collection, analysis, and presentation of statistical data; principles of sampling; index numbers; time series analysis; business barometers and forecasting. Prerequisites: 6 sem hrs. of College Mathematics, Eco. 201-202. 3 sem. hrs.

Mg. 334 Personnel Management. Organization and functions of the personnel department in modern industry; job analysis, job specification, and job standardization; recruiting; selecting and testing, placing, and training labor supply; wage and salary administration; employee welfare plans; stabilizing employment. Prerequisite: Eco. 201-202. 3 sem. hrs.

Mg. 337 Production Management. The purpose of this course is to acquaint the student with the basic principles, problems, and practices of the management of industrial organizations. The course covers the organization for production control and formulates principles underlying the establishment of plant layout and facilities. The course considers the principles and problems involved in the various types of manufacturing processes, in the control of materials, labor and equipment. A careful consideration is given to the problems of finance and of internal organization. Case studies and collateral reading provide an opportunity of examining and evaluating managerial techniques in current use. Prerequisites: Fn. 307, Mg. 311, Mg. 334, Mk. 301. 3 sem. hrs.

Mg. 339 Public Relations. This course is designed to acquaint the student with the need for continuous communications between the management of a company and the various internal and external publics whose opinions are significant to the attainment of the company's objectives. Emphasis is placed on public relations as a responsibility and as a function of management. This is not a technical course in publicity or in techniques of public relations efforts. Prerequisites: Mg. 311, Mg. 334, and Mg. 346 or Mg. 337. 3 sem. hrs.

Mg. 341 Collective Bargaining. Principles and Cases. The development of a national labor policy and its influences; an understanding of the background and techniques of collective bargaining imperative for students preparing for position of leadership in the business world. Prerequisites: Eco. 331, Mg. 334. (Not offered in 1958-59). 3 sem. hrs.

Mg. 346 Administrative Practices. This course is designed to coordinate all of the courses of the business program, giving the student the opportunity to solve a series of business problems from the viewpoint of top management. The student will develop overall policies, translate these into administrative and operating rules and regulations, and then see that these are carried out through the lowest levels of management. The objective of the course will be the development of skills in implementing these plans and programs of action through people. Particular attention will be given to recognizing key problems developing solutions and alternative solutions to these problems, and undertaking the plan of action, with due consideration for the personalities and nature of the individuals and groups through which the required action must be carried out. Prerequisite: Mg. 334. 3 sem. hrs.

Mg. 350 Administrative Policies and Decision Making. This course presents the general problems and external and internal factors which stimulate top management to modify company policies. It explores the fundamental aspects of leadership in social organizations and the tools which are available for the use of the executive. Finally, it attempts to develop patterns of behavior, and reasoning which enables the student of administration to face change while assuming a reasonable degree of stability in his social grouping. Prerequisites: Mg. 311, Mg. 334. Mg. 337. Mg. 346. (Replaces Mg. 345). 3 sem. hrs.

Mg. 360 Motion and Time Study. A basic approach to the principles and methods of motion and time study. Particular attention will be devoted to the application of these techniques to the problem areas of improving production procedures, providing more specific cost controls and developing systems for equitable wage payment and for developing wage incentives. Prerequisites: Mg. 311, Mk. 334. (Not offered in 1958-59). 3 sem. hrs.

Mg. 370 Office Management. A course designed to guide the small businessman—with an office force ranging from two to fifty employees—in utilizing his clerical force to secure the maximum efficiency. Office lay-out, office organization, filing, handling and routine of correspondence, selecting and training office personnel are a few of the areas to be considered. 3 sem. hrs.

MARKETING COURSES

Mk. 301 Indroduction to Marketing I. A survey of the institutions and activities involved in the flow of goods from producer to consumer and of the economic and social forces which affect marketing. The student presents a written report on the marketing of a product. Prerequisite: Ec. 201-202. 3 sem. hrs.

Mk. 302 Introduction to Marketing II. Analysis of actual cases which present typical problems, with emphasis on currently accepted methods of determining an individual firm's policies regarding merchandise to be offered, channels of distribution to be employed, branding, pricing and an introduction to the problems of choosing between different methods of stimulating demand. Attention is given to problems at the producer, wholesaler, and retailer levels. Prerequisite: Mk. 301. 3 sem. hrs.

Mk. 307 Sales Management. Modern techniques of managing sales personnel, including selection, training, compensating, supervising and controlling salesmen's activities. Actual cases are presented and analyzed. Prerequisite: Mk. 301. 3 sem. hrs.

Mk. 307 Advertising. Fundamentals of advertising; layouts and writing of copy; advertising agencies and media; psychology in advertising; assigned problems and demonstrations. Prerequisite: Mk. 301. 3 sem. hrs.

Mk. 310 Marketing Research. Market analyses, surveys, measurement of the effectiveness of marketing efforts, elementary sampling theory, criteria for judging marketing research reports, and measurement of sales potentials. Prerequisites: Mg. 311, Mk. 302. 3 sem. hrs.

Mk. 320 Retailing. A study of methods currently preferred by leading types of retailers in planning and managing their activities. Prerequisite: Mk. 301 3 sem. hrs.

Mk. 331 Theory in Marketing. Marketing institutions and practices are analyzed in terms of the entire economy rather than with individual firms. The relationship between economic theory and marketing and the improvement of the analytical processes and tools of marketing constitute elements of the course. The changing composition and concentration of population, changing income levels and patterns of purchasing, effect of governmental regulation, and the maintenance of competition are included also. Prerequisite: Mk. 302. 3 sem. hrs.

BUSINESS SCIENCES

B.S. 101 Basic Business Machines. This course is designed to acquaint the student with the use of the full key board adding machine, the ten key adding machine, electric calculators and other accounting devices. 3 sem. hrs.

B.S. 110-111 Techniques in Typewriting. This course is designed for students who have had one year of high school typewriting or one semester of college typewriting. Students who have had no typewriting will schedule this course and in addition will take special instructions to accelerate their skills in the mastery of typewriting. 4 sem. hrs.

B.S. 11A-11B Typewriting Laboratory. A formal supervised practice period for students scheduling B.S. 110-111. (Non credit)

B.S. 120-121 Techniques of Shorthand. This course is designed for students who have had previous training in shorthand. This course presents a review of the principles of Gregg shorthand as well as the alphabet, vocabulary, phrases, and abbreviations; development of skill in reading and writing Gregg shorthand. Students who have not had Gregg shorthand previous to this course will be required to supplement their instruction by individual teaching as a part of the program. 4 sem. hrs.

B.S. 210-211 Advanced Typewriting. Exercises in letter writing, preparation of manuscripts, organization and preparation of tabulations, invoices, statements, legal documents and communications pieces. Prerequisites: B.S. 110-111. 4 sem. hrs.

B.S. 21A-21B Typewriting Laboratory. Exercises for students scheduling BS. 210-211. (Non credit)

B.S. 220-221 Advanced Shorthand. Principles of Gregg shorthand continued with drills in vocabulary, phrases and abbreviations; working from hand written transcriptions and from dictation of unfamiliar material. Special emphasis on the technical language of business and economics. Prerequisite: B.S. 120-121. 4 sem. hrs.

B.S. 301 Duplicating and Recording Equipment. Specialized training in the operation of liquid duplicators and in the use and operation of disk, tape and wire recording equipment. Prerequisite: B.S. 210-211. 3 sem. hrs.

B.S. 302 Mail, File and Correspondence Procedure. A special course of instruction in the handling of mail, telephone and telegraph services, travel, business information, statistics and graphs, responsibilities in banking, the nature of insurance, analysis of employees and payroll records, methods of maintining equipment and supplies and basic systems of filing. Prerequisite: B.S. 301. 3 sem. hrs.

B.S. 303 General Office Laboratory. A course designed to challenge the student by offering problems in office and administrative practices. Attention will be directed to systems and procedures as such without consideration for human and personnel problems involved. Prerequisite: B.S. 301. 2 sem. hrs.

B.S. 320-321 Secretarial Problems. Special instruction dealing with the handling of correspondence, preparation of travel records, handling of appointments, human relations, recording the minutes of meetings, preparing of reminder files; a study of the personality of secretaries; presenting career objectives of secretaries; analysis of secretarial manuals and secretarial organizations. Prerequisites: B.S. 210-211, B.S. 220-221. 4 sem. hrs.

B.S. 325-326 Advanced Dictation and Transcription and Office Procedures. Emphasis on terminology of business organizations such as legal, petroleum, insurance, investments, accounting, etc. For persons interested in International Trade there will be exercises on the more common phrases and abbreviations employed in International Trade. Highly unique problems such as time reports, advising, correspondence, analyses, etc. Prerequisite: B.S. 320-321. 6 sem. hrs.

B.S. 350-351 Personal Adjustment to Business. A course designed to facilitate the transition from the classroom to the business environment. Specific exercises in preparing letters of application for employment, personal brochures and the preparation for verbal interviews. Prerequisite: Senior standing. 2 sem. hrs.

ARTS AND SCIENCES COURSES[10]

Course No.			Sem. Hrs.
		ENGLISH	
En.	101-102	Freshman Composition	6
En.	201-202	Survey of English Poetry and Prose	6
		EXPRESSION	
Ex.	101-102	Fundamentals of Speech	6
		HISTORY AND POLITICAL SCIENCE	
Hs.	101-102	Survey of World History	6
Hs.	201-202	Survey of United States History	6
PSc	101-102	American Government	6
		JOURNALISM	
Jr.	201-202	News Writing—News Reporting	4
Jr.	203-204	News Editing	6
Jr.	221-222	Supervised Publication Work	2
Jr.	223-224	Supervised Publication Work	2
Jr.	242-243	Workshop (Non credit)	(4)
Jr.	306-307	Modern Feature Writing— Editorial Writing	6
Jr.	315-316	Advanced Newspaper Reporting	6

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[10] Consult the Bulletin of the College of Arts and Sciences for course descriptions.

MATHEMATICS

Mt.	112	Introduction to Finite Mathematics	3
Mt.	125-257	Unified College Algebra and Trigonometry—Analytic Geometry and Calculus I	6
Mt.	257-258	Analytic Geometry and Calculus I and II	6
Mt.	259-260	Analytic Geometry and Calculus II and III	6
Mt.	260-352	Analytic Geometry and Calculus III—Ordinary Differential Equations	6
Mt.	347-348	Elementary Mathematics Statistics	6
Mt.	361-362	Advanced Calculus	6

MILITARY SCIENCE

MS.	101-102	First Year Basic	4
MS.	201-202	Second Year Basic	4
MS.	301-302	Third Year Advanced	6
MS.	351-352	Fourth Year Advanced	6

MODERN LANGUAGE

Fr. or Sp.	101-102	First Year College Course	6
Fr. or Sp.	201-202	Second Year College Course	6

PHILOSOPHY

Pl.	201-202	Logic-Metaphysics I	6
Pl.	301	Psychology	3
Pl.	302-303	General Ethics-Special Ethics	6

SOCIOLOGY

Sl.	101-102	Introductory Sociology—Social Institutions	6
Sl.	205-206	Social Problems I and II	6

THEOLOGY

Th.	105-106	Four Gospels and Life of Christ—The Magisterium of the Church	4
Th.	209-210	Principles of Catholic Morality—Dogma I	4
Th.	309-310	Dogma II—Dogma III	4
Th.	311-312	Catholic Marriage—Dogma IV	4

DEPARTMENT OF MILITARY SCIENCE AND TACTICS

RESERVE OFFICERS TRAINING CORPS

The Department of the Army maintains a General Military Science ROTC unit at Loyola. Students admitted to the Advanced Course may, prior to graduation, request a Reserve commission in a branch in which their professional major will qualify them. Instruction is given in subjects common to all branches of the Army.

Physically fit male students of the College of Business Administration may participate in this program. Physical fitness is determined by examination without additional expense to the student. Those who fail to take the physical examination at the proper time or who have late registration will be charged a nominal fee (approximately $2.00).

SENIOR ROTC PROGRAM

The Senior ROTC program consists of two parts: (1) Basic Course and (2) Advanced Course, including a summer camp.

(1) Basic Course. The Basic Course consists of formal instruction for a minimum of three hours per week for two academic years of at least 30 weeks. The Department of the Army allows the Professor of Military Science and Tactics, at his discretion, to allow up to two years credit in the basic course for previous honorable active service in the Armed Forces. Veterans of World War II who have had six to twelve months service may be given one year of credit in the basic course and veterans who have had over twelve months service may be given two years of credit in the basic course.

(2) Advanced Course. The Advanced Course consists of advanced instruction in general military subjects, for a minimum of five hours per week for two academic years of at least 30 weeks each. Entrance to the Advanced Course is limited to those students taking an academic course on the college level, who have completed the basic course or received credit for prior service as prescribed above.

SUMMER CAMP

Members of the Advanced Course are required to attend camp one summer, normally between the first and second year. All students going to camp receive mileage for the round trip from school at the rate of 5 cents per mile and are housed, uniformed and given medical attention at government expense while at the camp. The duration of camp is six weeks and begins about the middle of June.

The military training will consist of practical and theoretical instruction. In addition to this training, the student has an opportunity to participate in healthy outdoor sports of all kinds and in competition with young men from other colleges. All students attending camp should take with them athletic shorts, tennis shoes and swimming suit. A well planned religion program is conducted at the camp by experienced chaplains.

Distinguished Military Students

Military Students who have completed the First Year Advanced Course are considered for selection. A Distinguished Military Student is an individual designated as such after careful consideration of his qualifications by the President of the University and the PMS&T. He must possess outstanding qualities of leadership, high moral character, a definite aptitude for the military service, and he must have demonstrated his leadership ability through his accomplishments while participating in recognized campus activities. Also, he must have sufficient standing in both military and academic subjects.

Distinguished Military Graduates

This graduates who have completed the entire ROTC Course and who have been selected by the President of Loyola University for scholastic excellence, may be designated as "Distinguished Military Graduates" by the Professor of Military Science and Tactics, as possessing outstanding qualities of leadership, character and aptitude for Military Service. Such "Distinguished Military Graduates" are considered in selection for appointment in the Regular Army.

Draft Deferments

The ROTC deferment procedure is primarily designed to permit selected members of the ROTC to qualify for appointment as commissioned officers of a component of the Army through uninterrupted completion of academic courses. Deferment will not be granted to a student who cannot ultimately qualify for a commissioned appointment through enrollment and training afforded by the ROTC or who evidences lack of desire to become an officer of the Army. Students who sign a Deferment Agreement are required to:

(1) Complete the basic course, if enrolled therein; at the proper time enroll in and complete the advanced course, if accepted therefor.

(2) Accept appointment as a commissioned officer in a component of the Army, if tendered.

(3) Service on active duty for a period of not less than two years after receipt of commission, if so ordered by the Secretary of the Army.

(4) Remain a member of a regular or reserve component of the Army until the eighth anniversary of a receipt of commission.

NATIONAL SOCIETY OF PERSHING RIFLES

The Pershing Rifles is a National Honorary Military Society. Its aim is to encourage, preserve, and develop the highest ideals of the military profession, to promote American citizenship, to create a closer and more efficient relation, and to provide appropriate recognition of a high degree of military ability among the cadets of the Senior Reserve Officers' Training Corps. Any student in good standing enrolled in ROTC is eligible for membership.

NATIONAL SOCIETY OF SCABBARD AND BLADE

The National Society of Scabbard and Blade is an organization for uniting in closer relationship the military departments of American universities and schools; for preserving and developing the essential qualities of good and efficient officers; for preparing individuals as educated men to take a more active part and have a greater influence in the military affairs of the communities in which they reside; and to spread intelligent information concerning the military requirements of this country. Membership is open to Cadet Officers, and other Advanced cadets, upon approval of National Headquarters.

ENROLLMENT AND CONTINUANCE

The general requirements for enrollment and continuance in the ROTC are that the student be a citizen of the United States, physically qualified as prescribed by the Department of the Army, accepted by the institution as a regularly enrolled student, be not less than 14 years of age and must not have reached 23 years of age at time of enrollment (except for veterans of World War II, who must successfully complete such general survey or screening tests as will be given to determine eligibility for admittance to Basic and Advanced Course) and agree in writing upon admission to the Advanced ROTC Course (1) to complete the course of instruction offered unless released by the Department of the Army, and (2) accept a Reserve Commission if tendered. Should a student fail to continue the prescribed course while at Loyola University, he may be requested to refund to the government any sums previously paid.

ACADEMIC CREDIT

Academic Credit is granted for the completion of the Military Course on the basis indicated below:

	1st Semester	2nd Semester	Total Credit Hours
Basic 1st Year	2	2	4
Basic 2nd Year	2	2	4
Advanced 1st Year	3	3	6
Advanced 2nd Year	3	3	6

EMOLUMENTS

Advanced ROTC Course Students will be paid a monetary allowance at a daily rate equal to the value of the commuted ration which at present is 90 cents per day. Students attending ROTC Summer Camps will be paid at the rate prescribed for soldiers of the first pay grade of the Regular Army.

Members of the Advanced Course are not in the Active Service. ROTC subsistence allowance is paid to veterans who are enrolled in the Advanced Course in addition to subsistence allowance under Section 400(b) Servicemen's Readjustment Act of 1944. Similar benefits, such as those derived from service-incurred disability, are authorized to veterans enrolled in the Advanced Course, who are also drawing ROTC subsistence allowance. This means that a member of the Advanced Course ROTC, who is drawing disability compensation for service-incurred disability, is not required to waive such compensation. He must be physically re-examined for enrollment in the ROTC. Temporary defects may be waived by the Commanding General, Fourth Army. However, physical defects of such a nature that are likely to exist at the time of graduation from ROTC and which may not be waived for appointment in ORC, will not be waived for enrollment or continuance in ROTC.

UNIFORMS

All ROTC Students are required to deposit $20.00 with the Treasurer of the University prior to enrollment in the Basic and Advanced Courses. The student will then secure the prescribed uniforms and insignia, which are loaned to the student by the Government, from the ROTC supply house. Any necessary repair or replacements of articles or uniforms must be made by the student. The uniform deposit will be returned to the student upon the completion of or withdrawal from the Course. Final settlement will be made by the Treasurer's Office. Students will not wear a combination of military and civilian clothing.

TEXTS AND EQUIPMENT

The Government will provide the necessary texts and equipment to carry out the ROTC Program on a loan basis to the student.

RIFLE AND PISTOL TEAMS

Rifle and pistol teams will be chosen through individual competition, and will be selected to represent the ROTC in Hearst Matches, and in matches with other colleges and universities. The firing is conducted with modern small bore rifles and pistols on an indoor range.

THE BASIC COURSE

Military Instruction is of a general type applicable to the Army as a whole, and is for the purpose of providing the student with a foundation of basic military knowledge for future officers.

MILITARY SCIENCE I (101-2) (first year) (90 hours)

SUBJECT	HOURS
Organization of the Army and ROTC	5
American Military History	30
Individual Weapons and Markmanship	25
School of the Soldier and Exercise of Command	30

MILITARY SCIENCE II (201-2) (second year) (90 hours)

Subject	Hours
Crew-Served Weapons and Gunnery	40
Map and Aerial Photograph Reading	20
School of the Soldier and Exercise of Command	30

The Advanced Course

Students who successfully complete the Basic Course may apply for enrollment in the Advanced Course. Students with previous training at an institution having a recognized ROTC unit or with former military service, may be given credit towards completion of the Basic Course. Students must pass a prescribed physical examination prior to enrollment.

In general, students selected for the Advanced Course are those who have shown, in the Basic Course, outstanding potential qualities for "Leadership and Command" and whose intelligence insures their developing into efficient officer material.

MILITARY SCIENCE III, (third year) (150 hours)

Subject	Hours
Small Unit Tactics and Communications	60
Organization, Function and Mission of the Arms and Services	30
Military Teaching Methods	20
Leadership	10
School of the Soldier and Exercise of Command	30

MILITARY SCIENCE IV, (fourth year) (150 hours)

Subject	Hours
Logistics	20
Operations	55
Military Administration and Personnel Management	25
Service Orientation	20
School of the Soldier and Exercise of Command	30

DEGREES CONFERRED

BACHELOR OF BUSINESS ADMINISTRATION

MAY 29, 1957

Robert Joseph Abadie
(Magna Cum Laude)
John Simon Baiamonte
Lawrence Anthony Balser, Jr.
George Ambrose Bonnet, III
Peter Joseph Butler
(Cum Laude)
Peter Joseph Cavallo, Jr.
Laura Belle Comiskey
Emory N. Cousin, Jr.
Robert Joseph Daigle
(Cum Laude)
Raphael Jacob Eiffert, Jr.
Leon Henri Ferrier, III
William Francis Finegan
Blaine Eugene Fricker
Donald Francis Gannuch
Charles Michael Gauci
Frank Anthony Golemi
Kenneth Gerard Gregory
Harold Wilson Grisamore
Charles Benedict Hausknecht
Frederick Anthony Holland
Will Thomas Jourdan
Harold Robert Kerner
(Magna Cum Laude)
Larry Joseph LaGraise
Robert Arthur Lind
Orlan Michael Lockhart
William Arthur Longfellow
John Critington Lorio
Emile Beaud Loustaunau
Justin Arthur McCarthy
Donald Edward McGoey
Edgar Anthony Maresma
James Evan Messina, Jr.
Francis Edward Mouton, Jr.
John Richard Neyrey
Frank Joseph Palmisano, Jr.
Gerald Gastel Pfister
James Frank Pittman, Jr.
Richard Pius Redmann
George Francis Rojas
Daniel John Salzer
Edmund Joseph Schmidt, Jr.
Forrest Byron Smith
Edward David Strassel
Lorrie Delphine Swords
Albert William Temes
James Frderick Terrell, III
Catherine Thilborger
Ronald James Thompson
Reginald Morgan Trahant
Fred P. Westenberger

AUGUST 14, 1957

Carlos Manuel Ayala
Edward John McConnell
Benedict Simon Martinez, Jr.

DEAN'S HONOR LIST

JUNE, 1957

SENIORS

Carlos M. Ayala
Robert J. Daigle
Leon H. Ferrier
William F. Finegan
Charles M. Gauci
Kenneth G. Gregory
C. B. Hausknecht
Harold Kerner
F. P. Lombardo, II
William Longfellow
Donald E. McGoey
James E. Messina
Francis A. Mouton
John R. Neyrey
James F. Pittman
Edmund J. Schmidt
Catherine Thilborger
Fritz Westenberger

JUNIORS

James L. Alcock
John T. Alleman
Melvin Cannatella
Louis Delcambre, Jr.
Donald R. Flukinger
Donald Fontcuberta
James Jeanfreau
Daniel B. Killeen
Charles P. Logan
Eugene McKneely, Jr.
Robert L. Menard
Charles J. Mentel
Jerry C. Paradis
A. J. Scheurich
Fred D. Shirer
Gustave E. Walsack
John A. Wegmann
William E. Wessel
Thomas A. Woods

SOPHOMORES

Michael B. Alba
Phillip D. Endom
Joseph A. Fabbra, Jr.
Charles J. Ferrara
Huey J. Franz
Patricia E. Galivan
Vincent S. Guttuso, Jr.
Winbly J. Hankins
John N. Hecker
Merrill T. Landwehr
Joel J. Lanoux
James C. McCulloch
Patrick McGinity
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